



Australian Government

Department of Education, Employment  
and Workplace Relations

# *School User Manual*

STUDENT RESIDENTIAL  
ADDRESS COLLECTION  
2012



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# OVERVIEW

## Purpose of the School User Manual

1. The purpose of the School User Manual is to assist with managing the collection of student residential addresses from Australian non-government primary and secondary schools and to provide guidance when using the *SES Funding* web application.
2. The users of this Manual may include school staff members or approved signatories of the Approved Authority for schools or school systems who will be collecting and/or processing student residential address information for the 2012 student address collection.

## Purpose of the Collection

3. The student residential address collection will enable the Australian Government to determine the socioeconomic status (SES) of a school community by linking student residential addresses to Australian Bureau of Statistics (ABS) national Census of Population and Housing data.
4. Student residential addresses are mapped to a land parcel by a process called geocoding. Each school's community is defined in terms of the ABS Census statistical areas from which it draws its students and the school's SES score is calculated on the basis of the average SES of these areas. Schools which draw students from areas of predominantly high SES will generate a higher SES than schools which draw students from areas of average or low SES.
5. Accurate student residential address information provided by non-government schools in this collection is a critical component of this process.

## Requirement to Collect Student Residential Addresses

6. The provision of student residential addresses by a non-government school or non-government school system to the Department of Education, Employment and Workplace Relations (DEEWR) is a requirement under Section 14 of a school or school system's funding agreement with the Commonwealth for funding under the *Schools Assistance Act 2008* (the Act).

## What Addresses Must Be Provided

7. The addresses of all students for whom the school receives Australian Government recurrent funding under the Act (recurrent grants funding), except full-time distance education students, must be included in the address collection – see Table 1 below.

Table 1 - Student Year Level – Addresses to be collected

Year Level	NSW, ACT	VIC, TAS	QLD	WA	SA	NT
Year 12						
Year 11						
Year 10			Secondary			
Year 9						
Year 8						
Year 7						
Year 6						
Year 5						
Year 4			Primary			
Year 3						
Year 2						
Year 1						
Year 1 minus 1 <sup>(a)</sup>	Kindergarten	Preparatory	Pre-school or Year 1-1	Pre-primary	Reception	Transition

(a) In each State or Territory, Year 1 minus 1 is known differently. Year 1 minus 1 students are those who, in the normal case of events, would proceed to Year 1 in the next year.

## Addresses Exempt from the Collection Process

8. Schools that are recognised as Special or Special Assistance schools by the relevant State or Territory Minister for Education are not required to submit student residential addresses to DEEWR.
9. The addresses of full time distance education students are not required as part of this collection process.
10. Full fee paying overseas students and pre-school students (i.e. Year 1 minus 2 students however described in a particular state or territory schooling system) are not eligible for Australian Government funding and should not be included in this collection – see Table 2.

Table 2 – Student Year Level - Addresses Not to be collected

	NSW, ACT	VIC, TAS	QLD	WA	SA	NT
Year 1 Minus 2	Pre-school	Kindergarten	Kindergarten	Kindergarten	Pre-school	Pre-school

## How Addresses are Submitted

11. Student residential addresses are submitted through a dedicated website (the *SES Funding* application). *SES Funding* is a component of *Schools Service Point* along with other school applications such as *Census on the Internet* and *Financial Questionnaire*. The submission of student residential addresses through *SES Funding* is covered later in this Manual.

12. Submission of student residential addresses through *SES Funding* constitutes reporting the data in 'a form approved by the Minister' as referred to in sub-section 14.2 of the funding agreement for recurrent funding between the Commonwealth and the school or school system.

## Geocoding of Student Residential Addresses

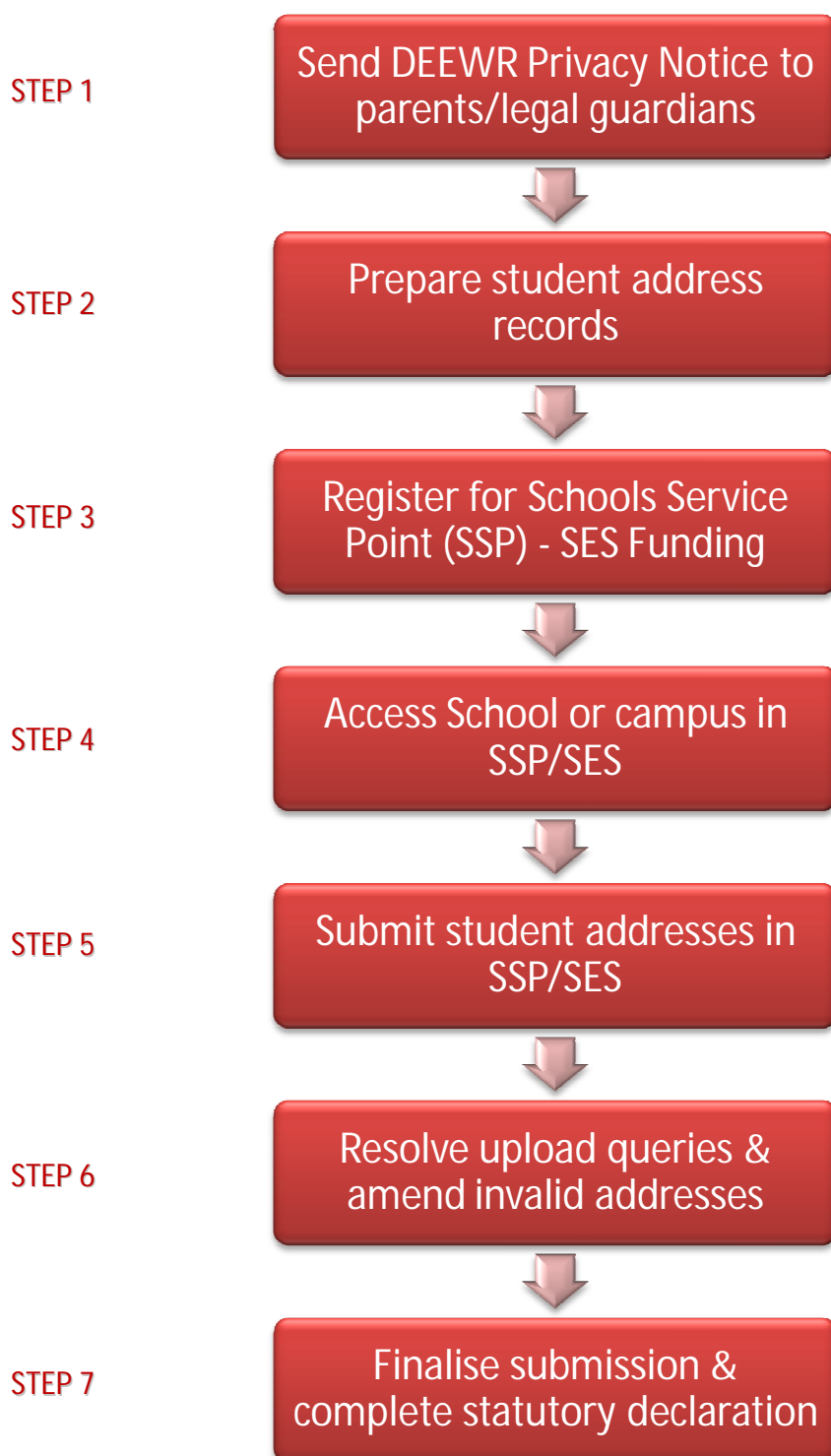
13. Once the student residential addresses are submitted through *SES Funding*, they are 'geocoded'. 'Geocoding' is the process of mapping an address to a latitude/longitude. This is then linked to Australian Bureau of Statistics (ABS) Census data to calculate the SES score for a school. A minimum of 95 per cent of total student residential addresses for a school must be geocoded in order to calculate a school's SES score.

14. Schools should note that now, once the address file is finalised, there is no further opportunity provided for schools to ask for 100 per cent geocoding. With the new enhancements to *SES Funding*, schools will be advised of the proportion of addresses geocoded at the point of finalising the student addresses and providing the required statutory declaration to DEEWR. For more information on geocoding, go to [Appendix B](#).

# THE ADDRESS COLLECTION PROCESS

## Address Collection Process Steps

This diagram outlines the steps that you will need to follow to complete the address collection process.





## Step 1 – Privacy Notice Information

15. Under the provisions of the *Privacy Act 1988*, the information that DEEWR is collecting is classified as 'personal information'. The parent/legal guardian of each student must be advised that their residential address will be provided to DEEWR. Sub-section 14.3 of the funding agreement requires a school or school system to ensure that a copy of the Privacy Notice is provided to the person responsible for each student whose details are included in the report.

16. In order to fulfill this requirement, schools must provide a copy of DEEWR's Privacy Notice to the parent/legal guardian of each student enrolled at the school in March-May 2012 and for whom an address will be submitted. This must be done **before** schools submit any student addresses to DEEWR.

17. The Privacy Notice advises the parent/legal guardian that their residential address will be forwarded to DEEWR, the purpose for which it will be used and who will have access to the address data. It also reassures the parent/legal guardian that their personal information will be handled strictly in accordance with privacy legislation.

18. Schools may provide the Privacy Notice to the parents/legal guardians of students via whatever regular and well understood communication mechanisms are in place between the school and the persons responsible for its students. Schools must allow reasonable time for a parent/legal guardian to respond to the Privacy Notice, if required, prior to the student's address being provided to DEEWR.

### **Action:**

- *Ensure that the school has provided DEEWR's Privacy Notice to the parent and/or legal guardian of every child whose address will be submitted. A copy of the [Privacy Notice](#) is available at the end of this manual. Proceed to [Step 2](#) once this step is finalised.*

## Step 2 – Preparing Student Address Records

### Overview

19. Student residential addresses are submitted using an 'upload file' via *SES Funding*. This section is designed to assist schools in creating the upload file.
20. Before you start creating the upload file, you will need to know your school's Client Number (DEEWR No) and, if applicable, DEEWR campus numbers. Please contact [DEEWR](#) if you do not know your school's Client Number and/or campus numbers.
21. In order to successfully submit your student address records via an upload file, you must save them in Excel as a .csv (comma delimited) or .txt (tab delimited) file – see [Saving the Data in the Correct Format](#) in [Appendix A](#). The upload file needs to be formatted in a particular way to allow *SES Funding* to read and store the data correctly. If your school has a small number of students (for example, less than 30 students), it may be more appropriate to manually enter the student addresses one-by-one via the [Data Entry Page](#) rather than create an upload file.
22. The upload file should be set up according to the field names and specifications outlined in Table 3 – see below.
23. Table 4 provides an example of the layout of a correctly formatted student address file.

**NOTE:** Student Record Numbers (SRNs) may only be numeric (not alpha-numeric). This is to ensure that no names or part-names are inadvertently provided with the address information.

### Unusual Residential Address Circumstances

24. In some circumstances, you may find that a student's place of residence does not readily fit within the format described earlier in this section. Please go to [Appendix C – Unusual Residential Address Circumstances](#) for assistance with unusual student residential addresses.

#### Action Options:

- Contact DEEWR if you do not have your school's Client Number and/or campus numbers.
- If you are processing student residential addresses for a small school and you wish to proceed with the manual data entry option, proceed to [Step 3 - Registering for Schools Service Point and the SES Funding application](#).
- If you do not have a student address upload file, access the Excel [Templates](#) to begin preparing your student address records. The templates are also available in *SES Funding* – <Upload student addresses>.
- If you have a student address upload file in Excel, but it is not correctly formatted, go to [Appendix A](#) for assistance with formatting your file.
- Once you have correctly formatted your address data and finalised your upload file, proceed to [Step 3 - Registering for Schools Service Point and the SES Funding application](#).

Table 3 – Student Address File: Field Names and Specifications

Field Order	Field Name	Explanation	Allowed Character types	Maximum length
1	Client Number (DEEWR No)	A unique one to five-digit number allocated by DEEWR to identify a school, also referred to as School Number or DEEWR Number.	numeric	5 digits
2	Campus Number	A unique five-digit number allocated by DEEWR to identify a campus school. This number starts with '77' followed by 3 other digits (eg. 77999). This field only applies to campus schools.		5 digits
3	Student Record Number (SRN)	Student Record Number (SRN) assigned by the school or campus. It must be unique to a student in the school or campus.		25 characters
4	Lot, Section, Portion or RRN	<p>Denotes land parcel details or additional street numbering details when there is an absence of house number associated with an address. These include Lot, Block, Section, Portion or RRN (Rural Road Number).</p> <p>Non residential addresses <b>will not be accepted</b>. An address is considered non residential if it contains the following terms/abbreviations:</p> <ul style="list-style-type: none"> <li>• PO (Post Office), including <ul style="list-style-type: none"> <li>○ PO Box (Post Office Box)</li> <li>○ GPO Box (General Post Office Box)</li> <li>○ CARE PO (Care Post Office)</li> </ul> </li> <li>• MB (Mail Bag - Private or Locked)</li> <li>• MS (Mail Service)</li> <li>• CMA (Community Mail Agent)</li> <li>• CPA (Community Postal Agent)</li> </ul>	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
5	Unit or Flat Number	Denotes the unique number of a unit or flat.		25 characters

Field Order	Field Name	Explanation	Allowed Character types	Maximum length
6	House Number	Denotes the unique number of a house or dwelling.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
7	Property or Community Name	Denotes the name of a community, property, camp, station or farm. This field is necessary when there is an absence of a street name associated with an address.		50 characters
8	Street Name	Denotes the name of a street or road.		50 characters
9	Street Type	Denotes the type of street or road (e.g. Crescent, Close, Highway).		15 characters
10	Suburb or Locality	Denotes the suburb, locality, township, shire or county.		50 characters
11	Postcode	This field is a four-digit number, although NT postcodes do not require the preceding zero (e.g. 810).	numeric	4 digits
12	State	Denotes an Australian State or Territory.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
13	Nearest Cross Road or Comments	This field can be used by schools to enter additional address information such as nearest cross roads, latitude and longitude co-ordinates, or any general comments to assist in locating an address. If nearest cross roads are included, it will be helpful to also state the quadrant in which the address is located, e.g. 'NW' or 'Northwest'.		250 characters
14	Primary (P) or Secondary (S)	A single character of P or S denotes whether a student attends Primary (P) or Secondary (S) level.	P or S	1 character
15	Boarding Student (Y or N)	A single character of Y or N denotes whether a student is a boarding student (Y) or a non-boarding student (N).	Y or N	1 character

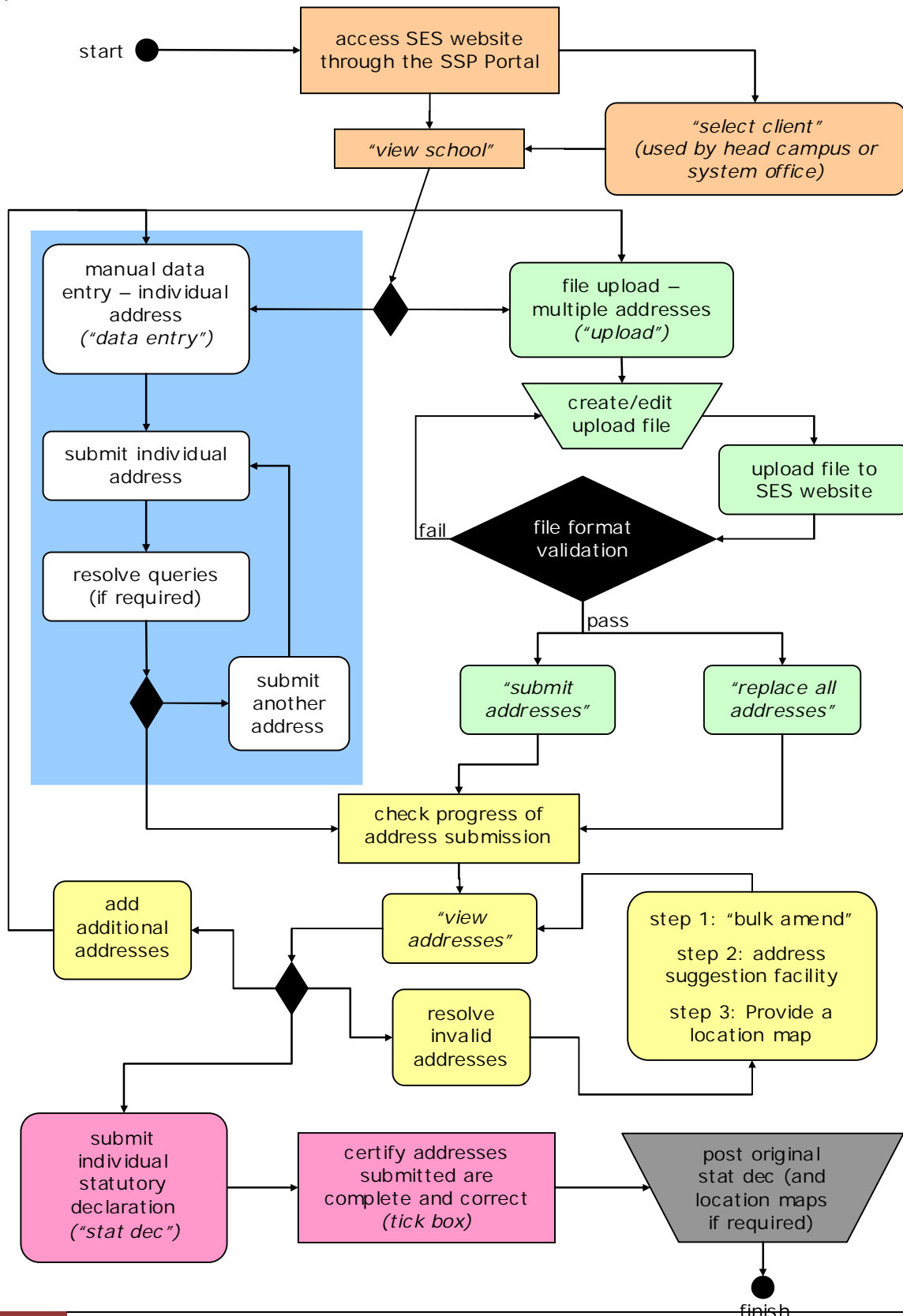
Table 4 – Example of a Student Address File in the Correct Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Client Number (DEWR No)	Campus Number	Student Record Number (SRN)	Lot, Section, Portion or RNN	Unit or Flat Number	House Number	Property or Community Name	Street Name	Street Type	Suburb or Locality	Postcode	State	Nearest Cross Road or Comments	Primary (P) or Secondary (S)	Boarding Student (Y or N)
1	9999		2001		55	60	The Hermitage	Griffe	Street	Nakara	810	NT		P	Y
2	9999		2002			21		Exmouth	Circuit	Anula	812	NT		P	Y
3	9999		2003		3	75		Dinah Beach	Road	Darwin	800	NT		P	Y
4	9999		2004	Lot 9				Farrar	Rd	Berrimah	828	NT	Farrar Rd & Secrett Rd (NE)	S	Y
5	9999	77999	2101				Daly River Mission			Daly River	822	NT	Lat [-13 45] Long [130 41]	S	Y
6	9999	77999	2102				Mount Nancy Community			Alice Springs	870	NT	Cnr Stuart Hwy & Basso Road (SW)	P	Y
7	9999	77999	2103	Section 34				Stuart	Close	Katherine	850	NT	Stott Terrace	S	Y
8	9999	77999	2104	RNN 622				Ross	Highway	Alice Springs	870	NT	Undoolya Road	P	Y
9															

# USING THE *SES FUNDING* APPLICATION

## Address Submission Process Steps

25. This diagram outlines the steps involved in submitting the addresses in the *SES Funding* application.



## Step 3 – Registering for Schools Service Point and SES Funding

26. In order to access *SES Funding*, you must register for access to both *Schools Service Point (SSP)* and *SES Funding*. Registration is limited to:

- staff members who will be processing the school's student addresses; and
- approved signatories of the Approved Authority for your school or system.

27. If you already use other applications within *SSP* (*Financial Questionnaire, Financial Accountability, Census on the Internet, Compliance Certification, Student Attendance*) then you are already registered as an *SSP* user and you should not attempt to register again. Instead, please refer to the *SES Funding* Help Section on [Requesting Additional Access](#).

28. Please note that if you want additional access and you already have access in respect of more than one school or system, you won't be able to use the Request Additional Access facility. Please contact the *SSP* HelpDesk on Ph: 1800 677 027 or via email at [ssp@deewr.gov.au](mailto:ssp@deewr.gov.au) to arrange access.

Figure 1: Welcome to Schools Service Point – Forgotten Login ID/Password

**Existing Users**

Log in to SSP with your existing account.

Login ID:

Password:

[Login](#) ✓

**Unregistered Users**

Don't have an SSP account and require access?

[Click here to Register](#)

Not sure if you have an account?

[Contact DEEWR](#)

**Latest News**

10-September-2011 SSP "How to.." Tutorials

Video tutorials are now available in SSP Help and are there to assist you with the following: How to Register, Forgotten Login or Password, Managing Your Account and How do I access SSP Applications and Services. You do not have to login. Go to the left hand menu, choose 'help' -> SSP -> SSP Tutorials.

**Contact DEEWR**

SSP Helpdesk phone line: **1800 677 027**

SSP Email Address [ssp@deewr.gov.au](mailto:ssp@deewr.gov.au)

**Other Services**

**SSP Help**

School Service Point Help

**CGDEP**

Capital Grants Data Exchange Project

**SES funding info**

General recurrent grants funding for non-government schools

**IOSP**

Investing in Our Schools Programme

Australian Government  
Department of Education, Employment and Workplace Relations

Version 3.0.4337

29. Once you have completed the registration form, *SSP* will send you an email confirming that the registration process has been successful and advising you of your login ID. Note that all new registrations are validated by *SSP* Security Administrators. When a new registration request has been received, DEEWR may contact your school or system to confirm the registration request.

30. Once registration is approved, *SSP* will send you a second email advising you that your registration request has been approved and providing you with a password.

31. If your registration is rejected, *SSP* will send you an email advising you that your request was rejected. In this instance, you should contact the HelpDesk on Ph: 1800 677 027 or via email at [ssp@deewr.gov.au](mailto:ssp@deewr.gov.au).

32. Once you have received a password, you can log on to SSP to access the services you requested. For more information on logging on to SSP, refer to the Help Section <Logging On to SSP for the First Time> from the left side menu.
33. General tutorials are available with registering for SSP and managing your account at [Schools Service Point Tutorials](#).
34. Proceed to [Step 4](#) once you have successfully registered for SSP and SES Funding.

**Action Options:**

- To register, go to [SSP](#) and fill in the Online Registration Form by selecting <Click here to Register> in the box labeled 'Unregistered Users' or clicking on the <register> button located in the top left corner of SSP's logon page (see Figure 1 below). For information on filling out the Online Registration Form, please refer to the website [Help Section](#) – <Filling out the Online Registration Form> from the left hand side menu.
- If you are attempting to re-register because you have forgotten your Login ID and/or Password, please select <I've forgotten my Password> or <I've forgotten my Login ID and Password> for information on how to be reminded of your Password or your Login ID (see 1 in Figure 1 above).
- Proceed to [Step 4](#) once you have successfully registered for SSP and SES Funding



## Step 4 – Logging In and Accessing your School or Campus

35. Once your data is correctly formatted and you have successfully registered for SSP, you will need to log in to SSP.

Figure 2: Welcome to Schools Service Point – Login Page

Australian Government  
Department of Education, Employment and Workplace Relations

Schools Service Point

register  
contact DEEWR  
help

DEEWR home page  
DEEWR privacy statement  
disclaimer  
DEEWR copyright

Welcome to Schools Service Point

**Existing Users**  
Log in to SSP with your existing account.  
Login ID:   
Password:   
**Login**

**Unregistered Users**  
Don't have an SSP account and require access?  
[Click here to Register](#)  
Not sure if you have an account?  
[Contact DEEWR](#)

I cannot access my account because:  
▪ I've forgotten my Password.  
▪ I've forgotten my Login ID and Password.

**Warning:** If you are registered and have a login id, **PLEASE DO NOT REGISTER AGAIN WHEN YOU CHANGE SCHOOLS** as your existing login id remains with you. If you are not sure if you have an account, contact the SSP Helpdesk on 1800 677 027.

**Warning:** Users are reminded not to share login ids and passwords. It is a condition of registration that you agree not to permit any other person to use your account and you also agree to take reasonable steps to ensure that others do not know your password.

**Latest News**  
10-September-2010 SSP "How to.." Tutorials  
Video tutorials are now available in SSP Help and are there to assist you with the following: How to Register, Forgotten Login or Password, Managing Your Account and How do I access SSP Applications and Services. You do not have to login. Go to the left hand menu, choose 'help' -> SSP -> SSP Tutorials.

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Department of Education, Employment and Workplace Relations

Version 3.0.3965

**Contact DEEWR**  
SSP Helpdesk phone line: **1800 677 027**  
SSP Email Address [ssp@deewr.gov.au](mailto:ssp@deewr.gov.au)

**Other Services**  
**SSP Help**  
School Service Point Help  
**CGDEP**  
Capital Grants Data Exchange Project  
**SES funding info**  
General recurrent grants funding for non-government schools  
**IOSP**  
Investing in Our Schools Programs

36. Logins and passwords are unique and are issued to authorised individuals in schools and systems by DEEWR. DEEWR recommends that you change this password after you have successfully logged into SSP. To do this, use the <Change Password> option under <my details> on the left-side menu.

### Action:

- Go to [Schools Service Point](https://ssp.deewr.gov.au/SSP/) at <https://ssp.deewr.gov.au/SSP/> and enter your Login ID and Password.

## Select the *SES Funding* Application

37. Once you have logged in to *SSP*, the red *SES Funding* icon should appear (see Figure 3). If the icon does not appear, you will need to request access to the application by selecting <my details> on the left-side menu and follow the prompts.

Figure 3: *SES Funding* Icon



38. Within *SES Funding*, school systems and multi-campus schools are able to access all their schools and campuses.

### **Action:**

- Select the red *SES Funding* icon to enter the application. If the icon does not appear after you log in to *Schools Service Point*, you will need to request access by selecting <my details> from the left-side menu and follow the prompts.

## Welcome Page

39. *SES Funding* opens to the welcome page. The selected school is identified by client number and name in the top left corner (1). The funding quadrennium that is currently selected is displayed in the top right corner (2). These two items are visible to the user at all times.

40. It is possible to view data from a previous funding quadrennium by selecting the applicable link (3).

41. A navigation bar is visible throughout *SES Funding* on the left side of the screen (4).

Figure 4: Socioeconomic Status Home

Australian Government  
Department of Education, Employment  
and Workplace Relations

SES Funding

15151 School Name, LOCALITY  
Incomplete Data Entry (Unlocked)

2013-2016 Funding Quadrennium

### Socioeconomic Status Home

**Welcome to the SES Website**

Australian Government funding arrangements for non-government schools are based on the Socioeconomic Status (SES) of a school's community.

This application has been designed to be interactive and intuitive, enabling clients to submit their students' residential addresses to the Department of Education, Employment and Workplace Relations (DEEWR).

**Users**

- Non-government schools and systems are required to submit the residential addresses of all students for whom the school receives Australian Government Recurrent Assistance. Full fee paying overseas students, full-time Distance Education students and pre-school students (i.e.: Year 1 minus 2) are not eligible for Australian Government funding and should not be included in the collection.
- The Schools Cluster in DEEWR manages the collection of student addresses and uses this information to calculate SES scores for non-government schools.

**Note:** Please keep a **record of the time** you spend preparing and submitting address data. This is part of an Australian Government commitment to reduce the burden of form completion. The Time Box is available at the end of the submission process.

The SES website holds data for previous funding quadrennia. To access data for a different quadrennium, select the quadrennium below:

- [2001-2004 Funding Quadrennium](#) (locked for data entry)
- [2005-2008 Funding Quadrennium](#) (locked for data entry)
- [2009-2012 Funding Quadrennium](#)
- 2013-2016 Funding Quadrennium (currently selected)

**Note:** Information held by this site is considered in-confidence.

## View School

42. The View School page provides an overview of the selected school in *SES Funding*. The top segment of the screen contains a bullet list with links relevant to the user (1).

43. The bottom segment displays details of the selected school's address submission, including the total number of addresses submitted and the number of valid addresses (2).

Figure 5: View School

View School	
<p>This page provides an overview of the school's details and status in SES.</p> <ul style="list-style-type: none"> <li>To upload a file containing multiple student addresses, click on <a href="#">upload</a>.</li> <li>To manually enter student addresses one at a time, click on <a href="#">data entry</a>.</li> <li>To view or download all student addresses, click on <a href="#">view addresses</a>.</li> <li>To complete the data collection process by submitting a statutory declaration, click on <a href="#">stat dec</a>. This is only possible once 95% of addresses are considered valid.</li> </ul>	
School Details	
DEEWR Number	15151
School Name	School Name
Location Address	LOCALITY
Affiliation	
Signatories	
CD	
Latitude	
Longitude	
School SES Details	
SES Score	Not yet allocated
SES Status	Incomplete Data Entry (Unlocked)
Number of Student Records	0
Number of Addresses	0
Number of Unusual Circumstances	0
Number of Valid Addresses	0
Number of Invalid Addresses	0
Number of Valid w/ Map Addresses	0
Number of Pinned Addresses	0

## View School – School with Multiple Campuses

44. The View School page differs slightly for schools with multiple campuses in that an additional segment appears at the bottom showing the total school statistics i.e. Head campus plus all subsidiary campuses (3).

Figure 6: View School with Multiple Campuses

View School	
<p>This page provides an overview of the school details and the school's status in SES.</p> <ul style="list-style-type: none"><li>To upload a text file containing multiple student addresses, click on <a href="#">upload</a>.</li><li>To manually enter student addresses one at a time, click on <a href="#">data entry</a>.</li><li>To view or download all student addresses, click on <a href="#">view addresses</a>.</li><li>To complete the data collection process, complete the statutory declaration using <a href="#">stat dec</a>. This is only possible once all address queries have been resolved.</li></ul>	
School Details	
DEEWR Number	25928
School Name	SES Test School 7
Location Address	School Place LILEAH TAS 7330
Affiliation	Hare Krishna
Signatories	
CD	
Latitude	0
Longitude	0
School SES Details	
SES Score	Not yet allocated
SES Status	Incomplete Data Entry (Unlocked)
Number of Student Records	0
Number of Addresses	0
Number of Addresses with Queries	0
Number of Unusual Circumstances	0
School Summary (includes subsidiary campuses)	
Total Number of Student Records	0
Total Number of Addresses	3
Total Number of Addresses with Queries	0
Total Number of Unusual Circumstances	0

## View System

45. The View System page is only available to registered users from school systems. This page offers a system overview (4) allowing identification of the number of systemic schools at each stage of the address submission. The school counts identified in the system overview are links which offer the user an efficient way to navigate to their member schools.

Figure 7: View System

View System	
This page provides an overview of the client details and the client's status in SES. <ul style="list-style-type: none"><li>To work with a particular client, use <a href="#">select client</a>.</li><li>To review the school address summary, use <a href="#">view system summary</a>.</li></ul>	
System Details	
DEEWR Number 25922	
School Name SES Test System	
Location Address System Street CIVIC ACT 2600	
Signatories Mr Firstname Lastname	
System SES Overview	
SES Status	Number of Schools
Initial	0
Incomplete Data Entry (Unlocked)	<a href="#">5</a>
Completed Data Entry (Locked)	0 <a href="#">4</a>
Stat Dec Received by DEST	0
Score Allocated & Released	0



## Step 5 – Submitting Student Addresses


### Overview

46. There are two approaches to submitting student residential addresses through *SES Funding* - upload and data entry. The upload facility involves uploading a .csv or .txt file containing addresses in a specified format - see [Step 2](#). This method is recommended for schools with a medium to large student population. The second method is entering the addresses one at a time via the [data entry facility](#). This method is recommended for schools with small student populations.

47. When the address file is uploaded, *SES Funding* does not modify any data in the uploaded file. All records in the address file are passed through an address validator which returns either a valid or invalid flag for each address (see Figure 8). A valid address is an address that has been matched to the Geocoded National Address File (GNAF). This means the address has been automatically geocoded and no further action is required. An invalid address means that the address could not be matched to the GNAF. This can occur for many reasons, including spelling errors in the address or incorrect suburb and postcode information. *SES Funding* provides options to assist in resolving these invalid addresses (see [Step 6 - Amending Invalid Addresses](#)).

48. When an address is entered using the data entry facility, the address is sent to the address validator, which flags the address as either valid or invalid (see Figure 8). If *SES Funding* recognises an invalid address that only requires minor changes, it will make the changes and display which fields were corrected. If the changes are more significant, *SES Funding* will offer address suggestions.



Figure 8: Valid and Invalid Addresses

Valid Address		Address has been validated
Invalid Address		Address has not been validated

### Address Status

49. In addition to Valid and Invalid addresses, *SES Funding* also uses two additional address statuses during the address submission process: 'Valid with Map Address' and 'Pinned' (see Figure 9).

Figure 9: 'Valid with Map Address' and 'Pinned'

Valid with Map Address		Address was not valid but the location was recorded using a map.
Pinned		Address is considered valid and location data is recorded.

50. A 'Valid with Map Address' is attributed to an address that cannot be identified through the bulk amend and address suggestion facilities (covered in [Step 6](#)). This status requires the school to provide a location map, indicating the student's address location, to DEEWR with its statutory declaration.

51. After the school has completed and posted the original statutory declaration and location map to DEEWR, the location map will be used by a DEEWR officer to geocode the record. Once the address is geocoded, the address status will change from 'Valid with Map Address' to 'Pinned'.

52. If the school is unable to provide an address for a student, we ask that you enter the record as an unusual circumstance. An explanation of why the address is not available must be provided. If a student's place of residence does not readily fit within the data format and specifications, you should consult the [Unusual Residential Address Circumstances](#) table in [Appendix C](#), which outlines a range of these circumstances and the action that should be taken. In extremely unusual circumstances, including where a parent requests that their child's address not be provided to DEEWR, you may submit a SRN without an address, however, you must provide the reason why the address is not available.

53. It is important to note that DEEWR must collect and geocode **at least 95 per cent** of a school's total student residential addresses in order to calculate and release an SES score for the school. Unusual circumstances and addresses that cannot practicably be geocoded are all counted in the allowable five percent. **Schools should therefore work to limit the number of unusual circumstances to those strictly required.**

## Upload Student Addresses

54. Before the <Upload Student Addresses> function can be used, an address file must be created that meets the formatting and field specifications. File templates (.csv and .txt) are available on the upload screen (1). See [Step 2 – Preparing Student Address Records](#) for more information.

55. Once the address file has been created, the upload facility can be accessed from the 'View School' page (first bullet point) or the left side navigation bar.

56. All uploaded files must be no larger than 1MB. If your spreadsheet is larger than 1MB, it is possible to upload a compressed address file (.zip).

Figure 10: Upload Student Addresses 1

**Upload Student Addresses**

This facility allows you to submit multiple student addresses to the SES website. Data will only be loaded for the selected quadrennium. This process consists of two steps:

1. Validation of the file structure and address data prior to submission
2. Stores the address data in SES

The file must be saved in .csv or .txt format, with the heading row removed. Templates for both [.csv](#) and [.txt](#) are available for download. The File Format Requirement Specification can also be accessed [here](#).

---

**Step 1 - File Validation**

Type the path and file name in the box below, or select the address file by using the **Browse** button. Validate the address file by clicking on the **validate file** button.

Selected File:

57. Select the address file by using the browse button (2). Upload the address file by selecting the <send file to DEEWR> button (3). During the first part of the upload process, all addresses in the



file will be uploaded and validated. This may take a few minutes depending on the number of records in the address file and connection speed.

58. Once the address file has been uploaded and validated, some basic statistics are made available. The second part of the upload process then presents the option of adding the addresses to the *SES Funding* data base (4) or replacing the existing addresses (5), if applicable (see Figure 11).

**Actions:**

- From the 'View School' page, click on <upload> to upload the file containing multiple student addresses.
- Select the address file to be uploaded by selecting <Browse>.
- Select <send file to DEEWR>.

Figure 11: Upload Student Addresses 2

Upload Student Addresses			
Your file contains the following details:			
Number of Schools In File	Number of Addresses in File	Number of Addresses currently stored in the SES website	Number of Duplicate SRNs in file
1	962	0	0
A duplicate SRN occurs when the upload file contains a SRN that already exists in the SES website for a school.			
<hr/>			
<b>Step 2 - Store Address Data</b>			
To add the addresses into the SES website, click on <b>submit addresses</b> .			
<b>WARNING:</b> The upload will fail if there are duplicate SRNs.			
<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 5px; margin-right: 10px;">submit addresses</div> <div style="background-color: green; color: white; padding: 2px 5px; border-radius: 50%; font-weight: bold;">4</div> </div>			
OR			
To replace all the addresses currently stored in the SES website, click on <b>replace addresses</b> .			
<b>WARNING:</b> This will delete all of your previously submitted addresses.			
<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 5px; margin-right: 10px;">replace addresses</div> <div style="background-color: green; color: white; padding: 2px 5px; border-radius: 50%; font-weight: bold;">5</div> </div>			

59. On the last screen of the upload facility, statistics about the address validation outcomes are displayed.

Figure 12: Upload Student Addresses 3

Upload Student Addresses	
Thank you - the file has been successfully submitted.	
Number of previously submitted addresses:	0
Number of submitted addresses after upload:	964
Number of <b>Valid</b> addresses before upload:	0
Number of <b>Valid</b> addresses after upload:	741
Number of <b>Invalid</b> addresses before upload:	0
Number of <b>Invalid</b> addresses after upload:	223
A statutory declaration must be completed after all the address data for the school are submitted correctly.	

60. It is important to note that it is unlikely that all addresses in a file will be valid following an upload. However, it is possible to correct addresses quickly and efficiently using the [Bulk amend facility](#).

## Upload Student Addresses – Unsuccessful

61. Once the upload file has been submitted (3, 4 or 5 in Figure 11), *SES Funding* will check the file to ensure the contents and structure are in the appropriate format. If there is an error with the upload file, you will be notified that the upload was unsuccessful (6 in Figure 13). *SES Funding* will state the line and field where the error is located and a brief description of the error (7). If there are multiple errors, they will be displayed in a list. It is essential that you consult the <Field Names> and <Specifications> to assist in determining the cause of the error (see [Table 3](#) in Step 2).

62. Once the errors in the upload file are rectified, it is possible to go back to the upload page either via the left side navigation bar or the <Return to Previous Page> link at the top left corner of the screen (8).

Figure 13: Upload Student Addresses 4

Australian Government  
Department of Education, Employment and Workplace Relations  
SES Funding

SSP Home  
SES Home  
view school  
upload  
data entry  
srn search  
stat dec  
view addresses  
contact DEEWR  
help  
SES privacy notice  
log off

Return to Previous Page 8

15151 School Name, LOCALITY  
Incomplete Data Entry (Unlocked)

2013-2016 Funding Quadrennium

**Upload Student Addresses**

6  
Your upload was **unsuccessful** due to the following errors. Please ensure that all errors listed below are resolved before resubmitting your address data.

Download Errors

Line Number	DEEWR Number	Campus Number	SRN	Field Name	7 Query Description
7	15151		80ABC7	Student Record Number (SRN)	The Student Record Number (SRN) can only contain numeric characters (0-9).

1 records found

Please consult the [Format Requirement Specification \(PDF\)](#) to assist you with the cause of the error.

### Actions:

- If all addresses are listed as **Valid** after upload, proceed to [Step 7 – Finalising Address Submission](#).
- If there are any addresses listed as **Invalid** after upload, proceed to [Step 6 – Amending Invalid Addresses](#).

## Data Entry Page

63. If your school has a small number of students (for example, less than 30 students), this section of the manual provides guidance on how to manually enter the student addresses one-by-one.

64. The Data Entry page can be accessed from the view school page (second bullet point) or the left side navigation bar (see [Figure 5 in Step 4](#)). The Data Entry page enables you to add or edit individual addresses.

65. All mandatory fields (indicated by a red asterisk) must be completed for successful submission of addresses to the database. Messages appear if mandatory fields are not completed.

66. Please ensure you click the save button when adding or editing any information.

Figure 14: Data Entry 1

Australian Government  
Department of Education, Employment and Workplace Relations

SES Funding

15151 School Name, LOCALITY  
Incomplete Data Entry (Unlocked)

2013-2016 Funding Quadrennium

### Data Entry

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

#### Student Details

Student Record Number:  \*

Education Level: ☐ Primary ☐ Secondary \*

Boarding: ☐ Yes ☐ No \*

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.:

Street Name:

Street Type:

Suburb/Locality:  \*

State:  \*

Postcode:

Nearest Cross Road or Comments:

### Action:

■ Enter all data into the mandatory fields for each student and select <save>. Repeat for each student address.

## Data Entry Page – Successful

67. When an address is entered using the data entry facility, the address is sent to the address validator, which flags the address as either valid or invalid (1). A message will also appear confirming if the address has been successfully stored in the database (2).

68. If *SES Funding* recognises an invalid address that only requires minor changes, it will make the changes and identify the fields that were corrected (3). If the required changes are more significant, the entered data will not be altered and the record will be classed as 'Invalid'. For information on how to resolve these queries, go to [Step 6 - Amending Invalid Addresses](#).

Figure 15: Data Entry 2

**Australian Government**  
Department of Education, Employment and Workplace Relations

**SES Funding**

SSP Home | [Return to Previous Page](#)

SES Home | 15151 School Name, LOCALITY | 2013-2016 Funding Quadrennium

[view school](#) | [upload](#) | [data entry](#) | [sm search](#) | [stat dec](#) | [view addresses](#)

[contact DEEWR](#) | [help](#) | [SES privacy notice](#) | [log off](#)

[text only](#) | [DEEWR home page](#) | [DEEWR privacy statement](#) | [disclaimer](#) | [DEEWR copyright](#)

[Login](#) > User

**Data Entry**

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

**Student Details**

Student Record Number: 1

Education Level: ☒ Primary ☐ Secondary

Boarding: ☒ Yes ☐ No

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.:

Street Name:  **Corrected** Street Name

Street Type:  **3**

Suburb/Locality:

State:

Postcode:  **Postcode Corrected**

Nearest Cross Road or Comments:

[save](#) [delete](#) [reset](#) [next](#)

## View Student Addresses Page

69. The View Student Addresses page (Figure 16) is the easiest way to navigate through your school's student addresses during the address submission. This page lists all of the selected school's submitted addresses and their current status (1). It is possible to view, edit or delete individual records by selecting the specific SRN (2). When the SRN is selected, the record will be displayed via the data entry page.

70. An address filter (3) can be applied to the address table allowing you to view all stored addresses with a particular status (e.g. 'Invalid').

71. This page provides links to the [bulk amend](#) (4) and [address download](#) (5) options. The bulk amend facility provides an efficient way to make corrections to invalid addresses.

72. It is possible to download all submitted addresses at anytime during the address collection process. To do this, select the hyperlink on the View Student Addresses page (5).

73. In order to calculate an SES score, 95 per cent of the submitted student addresses must be valid. A real-time calculation showing the percentage of valid addresses is displayed at the top of this page to inform you of your progress (6).

Figure 16: View Student Addresses 1

**Australian Government**  
Department of Education, Employment and Workplace Relations

**SES Funding**

15151 School Name, LOCALITY  
Incomplete Data Entry (Unlocked) 76.95% valid 2013-2016 Funding Quadrennium

### View Student Addresses

This page displays all student addresses that have been submitted for this school.

- You may need to use the scrollbar to view all the addresses on the page.
- To download these student addresses click [here](#).

The SES [page](#) is able to suggest corrections to one or more address fields with a high level of confidence. It is possible to correct multiple addresses using the [bulk amend](#) facility.

Valid Addresses	Invalid Addresses	Valid w/ Maps	Pinned Addresses	Total Addresses	Unusual Circumstances	Total Number of Records
741	222	0	0	963	0	963

Filter Addresses: All Go

Status	SRN	Lot No	Unit No	House No	Property Name	Street Name	Street Type	Suburb	Postcode	State	Comments	Primary or Secondary	Boarding Student	Unusual Circumstance
✗	800000			320		Russell	St	Five Dock	2046	NSW		P	Y	
✓	800001			32		Anderson	Road	Concord	2137	NSW		P	N	
✓	800002			20		McGrath	Avenue	Five Dock	2046	NSW		P	N	
✓	800003			60		Queens	Road	Five Dock	2046	NSW		P	N	
✓	800004	1		402-404		Great North	Road	Abbotsford	2046	NSW		P	N	
✓	800005	1		402-404		Great North	Road	Abbotsford	2046	NSW		P	N	

## SRN Search Page

74. The SRN search page allows you to quickly navigate to a particular address. The page can be accessed from the left-side menu.

75. To search for a student address, enter the student SRN. When entered, click search (1).

Figure 17: SRN Search

**Australian Government**  
Department of Education, Employment and Workplace Relations

*SES Funding*

**15151 School Name, LOCALITY** **2013-2016 Funding Quadrennium**  
**Incomplete Data Entry (Unlocked)**

**SRN Search**

This facility allows you to search for the address of a particular student.  
To search for a student address enter the Student Record Number (SRN), then click the Search button or press Enter.

Student Record Number

**search** **1**

Left sidebar menu:  
SSP Home  
SES Home  
view school  
upload +  
data entry +  
srn search +  
stat dec +  
view addresses +  
contact DEEWR  
help  
SES privacy notice  
log off

## Step 6 – Amending Invalid Addresses

76. There are three possible options that can be used to resolve invalid addresses:
- Bulk amend facility
  - Address suggestion facility
  - Providing a location map
77. It is recommended to begin by using the Bulk Amend facility, which offers a relatively quick means of correcting invalid addresses.
78. After using the bulk amend facility, it is possible that some invalid addresses will remain. The address suggestion facility can then be used to try and resolve these records on a case-by-case basis (see [Address Suggestion Facility - Data Entry Page](#)).
79. If, following these two steps, invalid addresses are still present, the locations of these addresses will need to be identified on a map. The system provides you with maps that can be printed, stored electronically and emailed to assist you with this process. See [Providing a Location Map](#) for more information.

### Bulk Amend Facility

80. It is possible to correct addresses in an efficient manner through the bulk amend facility. This facility is available from the view student addresses page. Depending on the number of addresses you have submitted, the page may not open immediately.
81. The bulk amend facility only displays addresses the system can correct with a high-level of confidence. Statistics are displayed showing the number of addresses the facility can improve and the resulting impact on the percentage of valid addresses if all corrections are accepted (1).
82. Please review the addresses listed to ensure that the corrections made are acceptable. Corrections will appear in uppercase (2). To accept the suggested corrections, select individual addresses by using the tick boxes on the left, or to accept all suggested address corrections, use the <select all> link above the tick boxes (3). Once all required addresses are selected, press the save button (4). A message should appear along the top stating that the amended addresses were successfully saved.



Figure 18: Bulk Amend Student Addresses

Bulk Amend Student Addresses			
<p>This facility displays the student addresses that the SES website is able to amend with a high level of confidence. Only selected addresses will be amended.</p> <p>After confirming the selected addresses are correct, press the save button to accept suggestions.</p> <p>Bulk Amend facility can improve <b>197 out of 219</b> student addresses. The school's percentage of valid addresses will improve from <b>77.23% to 97.71%</b>.</p>			
<p><b>Select All</b>   <b>Deselect All</b></p>		<p><b>1</b>   <b>4</b></p> <p><b>SAVE</b> </p>	
SRN	Original Address	Amended Address	2
<input type="checkbox"/> 800038	12/2 Bechert Road, Abbotsford, NSW, 2046	12/2 Bechert Road, CHISWICK, NSW, 2046	
<input type="checkbox"/> 800041	13 Aurther St, Rodd Point, NSW, 2046	Lot C, 13 ARTHUR St, Rodd Point, NSW, 2046	
<input type="checkbox"/> 800054	9/249 Queens Street, Concord West, NSW, 2138	Lot 9, 9/249-251 QUEEN Street, Concord West, NSW, 2138	
<input type="checkbox"/> 800060	15 Denning Street, Drummoyne, NSW, 2047	Lot 96, 15 DENING Street, Drummoyne, NSW, 2047	
<input type="checkbox"/> 800071	398 Lyons Rd, Five Dock, NSW, 2047	Lot 10, 398 Lyons Rd, Five Dock, NSW, 2046	
<input type="checkbox"/> 800083	14 Darling St, East Balmain, NSW, 2041	Lot 1, 14 Darling St, BALMAIN EAST, NSW, 2041	
<input type="checkbox"/> 800084	2 Gartfern Ave, Five Dock, NSW, 2046	Lot 502, 2 Gartfern Ave, Five Dock, NSW, 2046	

**Actions:**

- Review all suggested address corrections.
- To accept suggested corrections, select <individual> or <Select All> and then select <save>.
- If there are invalid addresses remaining after the Bulk Amend Facility has been used, go to the Address Suggestion Facility.



## Address Suggestion Facility – Data Entry Page

83. To assist with the validation of difficult addresses, *SES Funding* is able to offer suggestions based on the details submitted. To access this facility, select an invalid address through the [View Student Addresses Page](#) or the [SRN Search Page](#).

84. The data entry screen will display the address details of the selected record. Based on the address details entered, *SES Funding* will offer suggestions to the user (1). Simply select the appropriate suggestion and press <Update Address> (2) and the correct details will automatically be populated in the data entry area. You must select <save> to store the corrected address details.

Figure 19: Data Entry – Address Suggestions

**X Status: Invalid Address**

**Data Entry**

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

**Student Details**

Student Record Number: 800540 \*

Education Level: ☐ Primary ☒ Secondary \*

Boarding: ☐ Yes ☒ No \*

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.:

Street Name:

Street Type:

Suburb/Locality:  \*

State:  \*

Postcode:

Nearest Cross Road or Comments:

<<

Address Suggestions

Map

Lot 2, 38 FIRST AVE, BELFIELD, NSW, 2191

Lot 11, 38 FIRST ST, ASHBURY, NSW, 2193

1

2

Update Address

?

save ✓ delete ✕ reset ←

next →

### Actions:

- Select an invalid address from the Data Entry screen and review the Address Suggestions.
- Select the appropriate suggestion, press <Update Address> and then press <save>.
- If there are a large number of results returned by the Address Suggestions facility, go to the Address Suggestion Facility – Branch View (see below).
- If there are no appropriate Address Suggestions, go to [Providing a Location Map](#)

## Address Suggestion Facility – Branch View

85. Under certain conditions, there may be a large number of results returned by the address suggestion facility for a single address. If this occurs, the system will group some address suggestions and place a plus symbol (+) to the left of the group name. The underlying details can be displayed by clicking the plus symbol.

86. Branch View will display matching streets in that area as groups, and all the house numbers recognised as being on that street can be accessed by clicking the respective plus symbols (1).

Figure 20: Data Entry – Branch View 1

**X Status: Invalid Address**

**Data Entry**

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

**Student Details**

Student Record Number: 800130 \*

Education Level: ☒ Primary ☐ Secondary \*

Boarding: ☐ Yes ☒ No \*

Property or Community Name:

Lot Section Portion or RMB No.:

**Address Suggestions** **Map**

1 + BARNSTAPLE RD, FIVE DOCK, NSW, 2046

+ BARNSTAPLE LANE, FIVE DOCK, NSW, 2046

+ BARNSTAPLE RD, RODD POINT, NSW, 2046

+ BARNSTAPLE RD, RUSSELL LEA, NSW, 2046

87. The plus symbol will change to a minus sign (-) when clicked, and the underlying details will be shown (2). A scroll bar will appear on the right allowing access to all records (3). It is possible for additional groups to be present within a high-level group (4). This can occur if there are multiple dwellings on the single land parcel, e.g. apartments or townhouses.

Figure 21: Data Entry – Branch View 2

**X Status: Invalid Address**

**Data Entry**

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

**Student Details**

Student Record Number: 800130 \*

Education Level: ☒ Primary ☐ Secondary \*

Boarding: ☐ Yes ☒ No \*

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.: 634

Street Name: Barnstaple

Street Type: Road

**Address Suggestions** **Map**

2 - BARNSTAPLE RD, FIVE DOCK, NSW, 2046

3

4

Lot 55, 1 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 561, 3 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot A, 4 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 562, 5 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 6 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot A, 7 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot B, 7A BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 2, 8 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 58, 9 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 9, 10 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 59, 11 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 12 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 13 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot B, 14 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

### Actions:

- Select the appropriate Address Suggestion, press <Update Address> and then press <save>.
- If there are no appropriate Address Suggestions, go to the Providing a Location Map option.

## Providing a Location Map

88. When other means of identifying the address have not been successful, the location of the address represented land parcel will need to be identified on a map. As part of this process, you will need to liaise with the student or a parent/guardian of the student to assist you with identifying the exact location of their residence, clearly identifying the correct side of the street. The maps generated as part of this process will need to be submitted to DEEWR with the statutory declaration. *SSP Funding* provides you with the ability to assist you with the creation of these maps.

89. If you determine that the address suggestions offered do not resolve the query, a map is accessible by clicking the <Map> tab (1).

Figure 22: Data Entry - Map

**Status: Invalid Address**

### Data Entry

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

#### Student Details

Student Record Number: 800130 \*

Education Level: ☒ Primary ☐ Secondary \*

Boarding: ☐ Yes ☒ No \*

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.: 634

Street Name: Barnstaple

Street Type: Road

Suburb/Locality: Five Dock \*

State: NSW \*

Postcode: 2046

Nearest Cross Road or Comments:

<< Address Suggestions **1** Map

BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 55, 1 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 561, 3 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot A, 4 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 562, 5 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 6 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot A, 7 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot B, 7A BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 2, 8 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 58, 9 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 9, 10 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 59, 11 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

+ Lot 1, 12 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 13 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot B, 14 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

+ Lot 60, 15 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

15A BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot A, 16 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 61, 17 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 18 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot A, 19 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Lot 1, 20 BARNSTAPLE RD, FIVE DOCK, NSW, 2046

Update Address ?

save ✓ delete ✗ reset ←

next →

90. A Google Map © will be displayed, opening up to the closest match to the address entered. There are various ways to manipulate the map to get to the correct location. The map can be moved by clicking and dragging, using the scroll wheel on your mouse to zoom in and out or using the navigation buttons (2). To assist with the identification of the correct dwelling, it is possible to overlay a satellite image on the road network (3). Once the correct location has been identified, a marker can be added to the map (4). To print a copy of the map, click the printer icon (5). The map window can also be extended by clicking the double arrow (<<) box (6).



Figure 23: Data Entry 5 – Add Marker to Map

X **Status:** Invalid Address

**Data Entry**

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [addresses](#). To enter details for a student with unusual circumstances, click [here](#).

**Student Details**

Student Record Number: 800130

Education Level: ☒ Primary ☐ Secondary

Boarding: ☐ Yes ☒ No

---

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.: 634

Street Name: Barnstaple

Street Type: Road

Suburb/Locality: Five Dock

State: NSW


Postcode: 2046

Nearest Cross Road or Comments:

Address Suggestions
Map

Please identify location by placing marker on the map.

Search Address:  Go



Add Marker
Clear Marker

save ✓
delete ✕
reset ←


next ➡

91. If the printer icon is clicked, the system will open a separate window with the school and student details listed across the top and the map below. These map templates can be printed to paper, or printed to pdf (if available) and emailed to the student's parent/guardian if necessary.

92. Please retain a copy of the returned map(s) with the dwelling locations identified. You will need to submit these to DEEWR with the [statutory declaration](#).

Figure 24: Print Map of Student Address

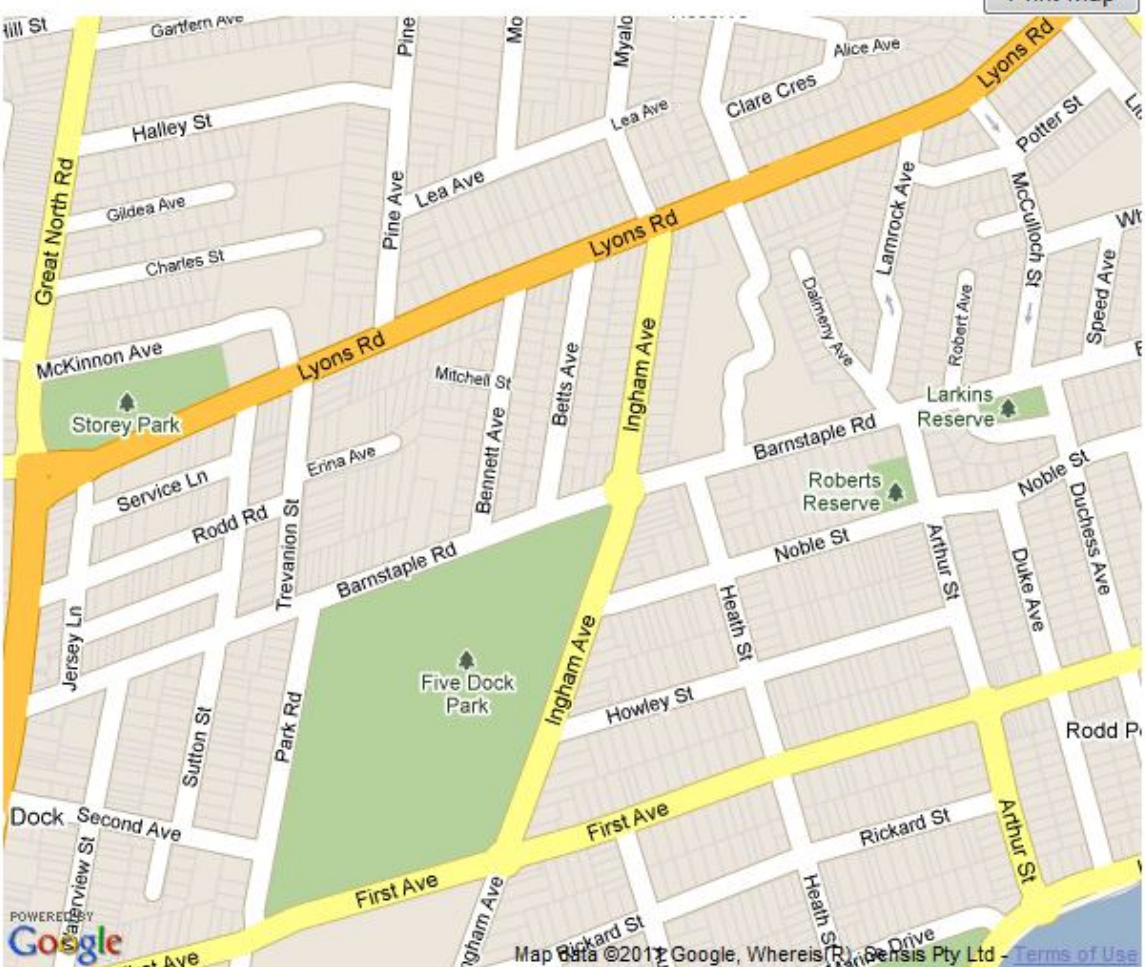
Print Map of Student Address - Windows Internet Explorer

 **Australian Government**  
**Department of Education, Employment and Workplace Relations**

**Address:** 634 Barnstaple Road, Five Dock, NSW, 2046

<b>Client ID:</b>	15151	<b>Client Name:</b>	SCHOOL NAME
<b>Education:</b>	Primary	<b>Boarding:</b>	No
<b>Student Record Number:</b>	800130	<b>Quadrennium:</b>	2013-2016 Funding Quadrennium

[Print Map](#)



Map data ©2011 Google, Whereis Pty Ltd - [Terms of Use](#)

93. When the correct location is known and the completed map is returned, you should enter this information into *SES Funding* via the marker function (1). The marker can be positioned by clicking and dragging. Once the marker is placed within the correct land parcel you must click the save button (2). A message should appear on the top of the screen confirming that the address has been stored. At this stage the address status will change from 'Invalid' to 'Valid with Map Address'.

**NOTE:** Due to software licensing restrictions, the marker locations identified on the interactive map are not stored.

Figure 25: Data Entry – Pin Address on Map

✖ Status: Invalid Address

Data Entry

This facility allows you to input and edit details of a student's address. Please ensure you press the save button when adding or editing any information. To view all address data stored in the SES website, click on [view addresses](#). To enter details for a student with unusual circumstances, click [here](#).

**Student Details**

Student Record Number: 800130

Education Level: ☒ Primary ☐ Secondary

Boarding: ☐ Yes ☒ No

---

Property or Community Name:

Lot, Section, Portion or RMB No.:

Unit or Flat No.:

House No.: 63

Street Name: Barnstaple

Street Type: Road

Suburb/Locality: Five Dock

State: NSW

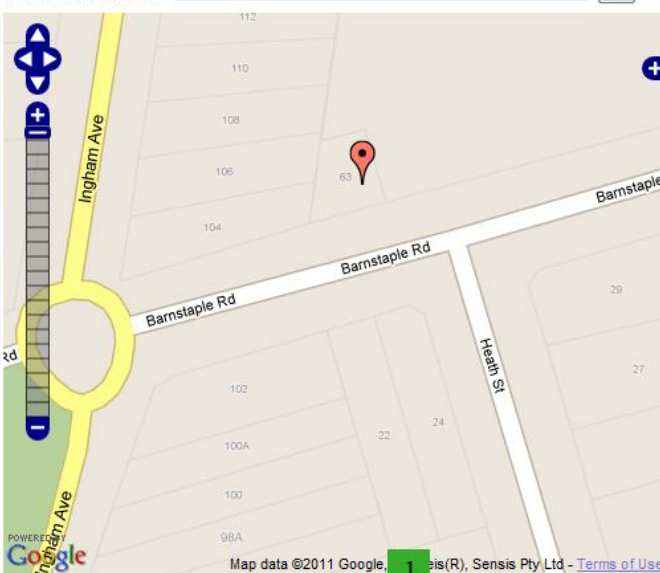
Postcode: 2046

Nearest Cross Road or Comments:

Address Suggestions
Map

Please identify location by placing marker on the map.

Search Address:  Go



Map data ©2011 Google, Imagery ©2011 Google, Map data ©2011 Google, Imagery ©2011 Google, Map data ©2011 Google, Imagery ©2011 Google

2
save ✓
delete ✖
reset ←

next ▶

#### Actions:

- If an address location cannot be identified, print off the map or print to PDF (if available) and provide the map to the student's parent/legal guardian to mark. Once marked maps have been returned in hardcopy to you, submit all maps to DEEWR with the [statutory declaration](#) in Step 7.
- If address location is identified, select <Add Marker> and place marker on map in correct location and select <Save>.
- Once all addresses have been identified using a map, proceed to [Step 7 – Finalising Address Submission](#).



## Step 7 – Finalising Address Submission

### Statutory Declaration

94. A statutory declaration is a written statement declared to be true in the presence of an authorised witness. Only a person authorised to sign on behalf of the Approved Authority of the school may make the declaration. It is an offence under the *Statutory Declarations Act 1959* to make a false or misleading declaration punishable by a fine, imprisonment, or both.

95. In order to finalise your school's submission of student addresses, an approved authority of the school must complete a statutory declaration stating that:

1. addresses submitted are correct
2. the total number of addresses submitted and maps provided equals the number of students; receiving Australian Government funding enrolled at the school
3. a copy of the Privacy Notice has been sent to each student's parent/legal guardian.

96. The statutory declaration form is generated by *SES Funding*. This section describes the details of this process.

### Statutory Declaration – Step 7.1 – Initial Confirmation of Information Provided

97. The Statutory Declaration page can be accessed from the left-side menu. In order to submit a statutory declaration, at least 95 per cent of the submitted student addresses must be valid.

98. The Address Summary table (1) displays the status of the data currently stored in the system. Please check if:

- the total number of addresses are correct
- you have your maps (if required) ready to attach to the statutory declaration
- the total number of addresses including unusual circumstances (if applicable) equals the number of enrolled students receiving Australian Government Recurrent Assistance at the school.

99. To proceed with the statutory declaration, click the <next> button (2).

Figure 26: Statutory Declaration

Australian Government  
Department of Education, Employment and Workplace Relations

SES Funding

15151 School Name, LOCALITY  
Incomplete Data Entry (Unlocked)

2013-2016 Funding Quadrennium

### Statutory Declaration

Please confirm that the number of submitted addresses corresponds with the number of enrolled students eligible to receive Australian Government funding. To enter more addresses, you may choose to [upload](#) another file or enter addresses manually through the [data entry](#) feature.

**Note:** It is recommended that you print a report of all [addresses](#) submitted to the SES website before certifying.

**Addresses Summary** 1

Valid Addresses	Invalid Addresses	Valid w/ Maps	Pinned Addresses	Total Addresses	Unusual Circumstances	Total Number of Records
960	0	1	0	961	0	961

To proceed with the statutory declaration, please click on the **next** button.

2 next

#### Actions:

- Select <stat dec> from the left-side menu.
- Confirm valid addresses are at least 95%, then press <next> to proceed.

## Statutory Declaration – Step 7.2 – Select a Signatory

100. This page can only be accessed from the previous step (7.1).

101. An authorised person needs to be selected from the drop down box (1). The names that appear in this list have been approved by DEEWR as notified to us by your school. If the names listed are not current, you may enter a new Signatory's name (2) and provide a completed Approved Authority form with the Statutory Declaration that you post to DEEWR. The Approved Authority form can be accessed by selecting the Approved Authority Form link (3). To complete this step of the statutory declaration process, click the <Next> button (4).

Figure 27: Select a Signatory

**Statutory Declaration - Select a Signatory**

The statutory declaration will be resubmitted for the following school(s):

DEEWR Number	School Name	Location	State	Total Number of Addresses
15151	SCHOOL NAME	LOCATION	NSW	961

1 records found

An authorised signatory must be authorised to act on behalf of the Approved Authority (by the Approved Authority and by the Department) in matters relating to the school. This person must be listed with the Department as an approved signatory. The Department can only accept a statutory declaration signed by an approved signatory.

Please select a signatory 1 (Please [contact the Department](#) if this list is incorrect)

OR

If the signatories have changed and you wish to add a new person to the current list to act on behalf of the Approved Authority of the school, please add the name in the box below. An [Approved Authority Form](#) 3 should also be printed, completed, and the original sent to the Department with the original statutory declaration.

New Signatory Name 2

previous4 next

**Actions:**

- Select a signatory from the drop down list, then select <next>.
- If the intended signatory does not appear on the drop down list, enter a new Signatory Name and provide a completed Approved Authority form with the statutory declaration to DEEWR.
- Select <next> to proceed.



## Statutory Declaration – Step 7.3 – Submit Declaration

102. This page can only be accessed from the previous step (7.2).

103. By ticking the certification box (1), you are certifying that the data collection process is complete and correct and that a Privacy Notice has been provided to the parent or legal guardian of each student for whom a residential address has been submitted.

104. If you have identified any addresses requiring location maps during the submission, they will be listed (2). Before you can proceed, you must also tick the certification box (3), confirming that the location maps will be included with the signed statutory declaration that is posted to DEEWR.

105. To complete the Statutory Declaration form, click <submit declaration> (4).

Figure 28: Submit Declaration

**Submit Declaration**

Name: **Mr John Smith**

A person authorised to sign on behalf of the Approved Authority of the school is required to declare by statutory declaration that:

- The number of records submitted to the Department corresponds with the number of students enrolled at the school at this date (excluding full time Distance Education students and overseas students who are not eligible for Australian Government Recurrent Assistance);
- The addresses submitted are the residential addresses of the eligible students enrolled at the school; and


1

☐ Please click in this box to certify that you are satisfied that the addresses submitted to the Department are complete and correct. Your data will be "locked" once you click on the **submit declaration** button. Your access will then be restricted to viewing your data only. No further editing will be possible unless you submit an Unlock Request to the Department.

**Note:** It is recommended that you print a report of all [addresses](#) submitted to the Department before certifying.

Addresses which require location maps

2


Query	SRN	Lot/RMB No.	Flat No.	Property Name	Street Address	Location	Postcode	State	Comments
	800130				634 Barnstaple Road	Five Dock	2046	NSW	

1 records found




3

☐ Please click in this box to certify that location maps for these addresses will be included with your signed original statutory declaration.

previous

4 **submit declaration** 

### Actions:

-  Tick the certification box once you are satisfied that the submitted addresses are complete and correct.
-  If you have addresses which require location maps, tick the second certification box confirming that all location maps will be provided with the signed statutory declaration.
-  Select <submit declaration> to proceed.

## Statutory Declaration - Form

106. The statutory declaration will be identified by your school or system DEEWR Number (1). The address of your school will appear on the statutory declaration (2). The number of addresses submitted (including unusual circumstances) and the date and time of the statutory declaration generation will be shown (3).

107. You must post the original, signed and witnessed statutory declaration to:

Director

Schools Funding Policy Section

LOC: C16MT4

Schools Grants & Funding Policy Branch

Department of Education, Employment and Workplace Relations


GPO Box 9880

CANBERRA ACT 2601

108. Your school's address submission will not be finalised until DEEWR receives the original, signed and witnessed declaration and verifies the signatory.

109. Information on who can witness a Statutory Declaration is located on the printed form.

Figure 29: SES Statutory Declaration Form

<b>SES Statutory Declaration Form</b>		<b>1</b>
<b>Statutory Declaration Number: 15151-201316-1.1</b> DEEWR School Number: 15151		
 <b>COMMONWEALTH OF AUSTRALIA</b> <b>Statutory Declaration</b>		
I,  of	Mr John Smith <i>(Full name)</i>  ..... <i>(Private address)</i>	
make the following declaration under the <i>Statutory Declarations Act 1959</i> :		
1. I am the ..... <i>(Position at school)</i>		
2. I am authorised by the Approved Authority of  at <span style="background-color: #28a745; color: white; padding: 2px 5px; font-weight: bold;">2</span> <b>School Name</b> School Street Address School Suburb      State      Postcode		
3. To the best of my knowledge and belief the number of addresses shown below corresponds with the number of students enrolled at this date, excluding Distance Education students, overseas students who are not eligible for Australian Government General Recurrent funding, and the addresses submitted are the residential addresses of the students at the school.  <b>Total Number of Addresses: 961</b> <span style="background-color: #28a745; color: white; padding: 2px 5px; font-weight: bold;">3</span> <b>Number of Unusual Circumstances: 0</b> DD/MM/YYYY HR:MIN:SEC PM, AUS Eastern Standard Time		
4. A copy of the Privacy Notice sent to the School by the Department of Education, Employment and Workplace Relations (DEEWR) has been provided to the parent/legal guardian of each student for whom a residential address has been submitted to DEEWR.		
I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the <i>Statutory Declarations Act 1959</i> , and I believe that the statements in this declaration are true in every particular.		
..... <i>(Signature of Person making the Declaration)</i>		

**Actions:**

- *Print the SES Statutory Declaration Form and complete required fields.*
- *Ensure an approved witness signs the form*
- *Post the original signed Statutory Declaration Form to DEEWR, along with any location maps.*

## View School Page – ‘Locked’ Status

110. Once your school’s statutory declaration has been submitted, the data are locked and restricted to read only. This is reflected in the system banner (1).

Figure 30: Data Status

The screenshot shows the top navigation bar of the SES Funding website. On the left is the Australian Government logo and the text 'Department of Education, Employment and Workplace Relations'. In the center is the 'SES Funding' logo. On the right is a map icon. Below the navigation bar, there is a red banner with the text '15151 School Name, LOCATION Completed Data Entry (Locked)' and a green box with the number '1'. To the right of this banner is a green box with the text '100.00% valid'. Below the banner, there is a red button labeled 'View Student Addresses'. On the left side of the page, there is a vertical menu with links: 'SSP Home', 'SES Home', 'view school', 'srn search +', 'stat dec +', 'view addresses +', 'contact DEEWR', 'help', 'SES privacy notice', 'log off', 'text only', 'DEEWR home page', 'DEEWR privacy statement', 'disclaimer', and 'DEEWR copyright'.

111. Locking the data prevents any further changes to addresses and ensures the integrity of the address data and the statutory declaration.

## Altering the Address Submission (Unlock Request)

112. If you need to have your school’s student address data unlocked for editing, please send an email to DEEWR via the link on the *SES Funding* homepage (2). The email must include an explanation about why you need the data unlocked. Please provide a contact phone number as DEEWR will need to contact you to verify your request.

Figure 31: Request to Unlock Data

The screenshot shows the 'Socioeconomic Status Home' page of the SES Funding website. The top navigation bar is the same as in Figure 30. Below the navigation bar, there is a red banner with the text '15151 School Name, LOCATION Completed Data Entry (Locked)' and a green box with the number '2'. To the right of this banner is a green box with the text '2013-2016 Funding Quadrrennium'. Below the banner, there is a red button labeled 'Socioeconomic Status Home'. The main content area has a heading 'Welcome to the SES Website' and a paragraph: 'Australian Government funding arrangements for non-government schools are based on the Socioeconomic Status (SES) of a school's community.' Below this, there is a box with the heading 'Important:' and the text: 'Your address data are locked and you are now restricted from making any further changes. Your data can be unlocked for further editing by sending an [Unlock Request to DEEWR](#).' To the right of this box is a large graphic with the text 'SES funding' and 'general recurrent grants funding for non-government schools'. At the bottom of the page, there is a paragraph: 'This application has been designed to be interactive and intuitive, enabling clients to submit their students' residential addresses to the Department of Education, Employment and Workplace Relations (DEEWR).' On the left side of the page, there is a vertical menu with links: 'SSP Home', 'SES Home', 'view school', 'srn search +', 'stat dec +', 'view addresses +', 'contact DEEWR', 'help', 'SES privacy notice', 'log off', 'text only', 'DEEWR home page', 'DEEWR privacy statement', 'disclaimer', and 'DEEWR copyright'.

113. Once DEEWR unlocks your school’s student address data and the required editing has been completed, another statutory declaration will need to be completed and posted to DEEWR.

## Downloading Submitted Student Addresses

114. It is possible to download student address data from *SES Funding* at any point during the submission. Addresses can be downloaded, not only for the current funding period, but also for previous funding periods.

115. To access this data for a particular funding period, go to the *SES Funding* homepage and select the appropriate quadrennium (1). Next, click the <view addresses> link in the left-side menu (2).

Figure 32: Selecting Funding Period

The screenshot shows the SES Funding website interface. At the top, there is a red header with the Australian Government logo, the Department of Education, Employment and Workplace Relations, and the SES Funding logo. Below the header, a navigation menu on the left includes links like SSP Home, SES Home, view school, sm search, stat dec, view addresses (highlighted with a green box and the number 2), contact DEEWR, help, SES privacy notice, log off, text only, DEEWR home page, DEEWR privacy statement, disclaimer, DEEWR copyright, and Logon> User. The main content area is titled 'Socioeconomic Status Home' and displays '15151 School Name, LOCALITY Completed Data Entry (Locked)' and '2013-2016 Funding Quadrennium'. It includes a welcome message, an important notice about locked address data, and a list of users. A section titled 'The SES website holds data for previous funding quadrennia' lists four funding periods: 2001-2004 (locked), 2005-2008 (locked), 2009-2012 (locked), and 2013-2016 (currently selected, highlighted with a green box and the number 1). A note at the bottom states that information held by the site is considered in-confidence.

116. To access the Download Student Addresses page, click the link at the end of the second bullet point (3).




Figure 33: View Student Addresses - Download

View Student Addresses														
<p>This page displays all student addresses that have been submitted for this school.</p> <ul style="list-style-type: none"> <li>You may need to use the scrollbar to view all the addresses on the page.</li> <li>To download these student addresses click <a href="#">here</a> <b>3</b></li> </ul>														
Addresses Summary														
Valid Addresses	Invalid Addresses	Valid w/ Maps	Pinned Addresses	Total Addresses	Unusual Circumstances	Total Number of Records								
960	0	1	0	961	0	961								
Filter Addresses: <input type="text" value="All"/> <input type="button" value="Go"/>														
Status	SRN	Lot No	Unit No	House No	Property Name	Street Name	Street Type	Suburb	Postcode	State	Comments	Primary or Secondary	Boarding Student	Unusual Circumstance
<input checked="" type="checkbox"/>	800001			32		Anderson	Road	Concord	2137	NSW		P	N	
<input checked="" type="checkbox"/>	800002			30		McCook	Avenue	Five Dock	2046	NSW		P	N	

117. The Download Student Addresses page displays various options regarding the content of the download file and the file type. The Download and Options area allows you to identify the content you wish to include in the download file (4). The <Submitted Address Data> option will present the address data in the same required format as the upload file discussed in Step 2. As part of the address validation process, Statistical Area 1 (SA1) identifiers will be attached to address records. It is possible to include the SA1s in a download of the submitted student addresses by selecting the second download option, <Address Data with SA1s>.

118. Once the appropriate options are selected, click <download> (5) to access the file.

Figure 34: Download Student Addresses

Download Student Addresses							
Addresses Summary							
Valid Addresses	Invalid Addresses	Valid w/ Maps	Pinned Addresses	Total Addresses	Unusual Circumstances	Total Number of Records	
960	0	1	0	961	0	961	
<p>To download address data, select from the settings below then click the <b>download</b> button:</p> <p><b>Download:</b> <input checked="" type="radio"/> Submitted Address Data <b>4</b>  <input type="radio"/> Address Data with CDs</p> <p><b>Options:</b> <input type="checkbox"/> Include Unusual Circumstances  <input type="checkbox"/> Include Student Addresses for All Subsidiary Campuses</p> <p><b>File Type:</b> <input checked="" type="radio"/> Comma-separated values (.csv)  <input type="radio"/> Tab-separated values (.txt)  <input type="checkbox"/> Compressed file (.zip)</p> <p><input type="button" value="download"/>  <b>5</b></p>							

# HANDY HINTS

## Do

- Use the mouse to scroll up and down and to select buttons
- Use the keyboard to enter data
- Printing reports – click in the part of the screen you want to print then click on the printer button in the toolbar of the browser
- Log off and shut down the browser
- Use a high speed modem if possible
- Read all message windows carefully

## Don't

- Disclose your Logon or Password to unauthorised personnel
- Use back and forward buttons on your toolbar. Instead, use the 'Return to Previous Page' link if it appears at the top of the page
- Use non-frame supported browsers
- Hide the toolbar of your browser

## Troubleshooting

- You can't get started
  - Check that your Internet connection and browser are working
  - Check your platform and browser version
- You lose the buttons on the left hand side
  - Minimise then maximise the window to restore
- You selected *SES Help* but the page did not come up
  - Some features, such as *SES Info* and *SES Help*, open in a second window. Minimise the current window to view the second window.

## FREQUENTLY ASKED QUESTIONS

### ***Why is the Australian Government collecting student residential addresses when there is a Review of Funding for Schooling and they might not be used in any new school funding system?***

The timing for the address collection is not intended to pre-empt the outcomes of the Review of Funding for Schooling, but to ensure continuity of business while Review recommendations are being considered by the Australian Government.

### ***How long does my school have to complete the address collection process?***

The SES website will be open for schools to submit their student addresses from 1 March 2012. All schools must finalise their address submission by close of business 31 May 2012. This includes posting the original signed Statutory Declaration and any required maps to the Department by 31 May 2012.

### ***What happens if my school does not participate in or complete the address collection process?***

The submission of student residential addresses is a requirement outlined in the school's Funding Agreement with the Commonwealth for the provision of funding under the *Schools Assistance Act 2008* (see Clause 14). If the school does not comply with a condition or requirement set out in the Funding Agreement, the Minister may apply one or all of the following consequences: require the school to repay funds to the Commonwealth, reduce future payments to the school, or delay the making of further payments to the school until it complies with the condition or requirement (see Clause 11).

### ***How long does it take to register for the SES website and when should I do this?***

Schools should register as soon as possible. All new registrations need to be validated by Schools Service Point Security Administrators. After the school has submitted a new registration request, the Department will contact the school or system to confirm the registration request. It may take up to 48 hours for the school to receive logon and password information.

### ***I have a street name for a student but no street number. Is this sufficient?***

No. In order to accurately geocode a student's residential address, the land parcel in which the student's parent/legal guardian resides must be identified. This is commonly done through a street number but could also be a Lot, Block, Section, Portion or RRN (Rural Road Number). The *School User Manual* provides further assistance with the identification of land parcels.



***What do I do if the school wants to have its SES score based on 100 per cent of its student residential addresses?***

At least 95 per cent of a school's submitted addresses must be valid before the school can proceed to Step 7 – Finalising Address Submission. If the school wants to have its SES score based on 100 per cent of its student addresses, the school must ensure that all of its submitted addresses are 'valid' before proceeding to the statutory declaration. This means that all invalid addresses must have their status amended to 'valid' or have a status of 'valid with map' and all required location maps must be created before the school proceeds to Step 7 – Finalising Address Submission.

***Who can I contact for help during the address collection?***

The Department has prepared this *School User Manual* and a set of video tutorials to provide schools with step-by-step guidance on how to register for access to the SES website and prepare and submit student addresses. These tools are available at the SES help website:

<https://ssp.deewr.gov.au/ssp/help/html/ses/index.html>.

If the school still requires assistance after consulting the *School User Manual* and video tutorials, the school may contact the SES Funding Helpline on 1800 677 027 (select option 1 and then option 4). The Helpline will be available to assist schools from 08:30-18:00 AEST (weekdays only).

# APPENDICES

## Appendix A – Converting Existing Student Record Data into Correct Format

Figure A1 is an example of how your school may currently store its student record data in Excel. The following demonstrations describe how to manipulate these data to get them into the correct format. Note that the following screen shots may differ to your file of addresses depending on the version of Excel being used.

Figure A1: An Example of Student Data Stored in Excel

	A	B	C	D	E	F
1	SRN	Name	Address	Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street	Nakara	810	NT
3	2002	Mary Smith	PO BOX 6	Anula	812	NT
4	2003	John Citizen	3/75 Dinah Beach Road	Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd	Berrimah	828	NT
6	2101	Steve Green	Daly River Mission	Daly River	822	NT
7	2102	Jane White	Mount Nancy Community	Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close	Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway	Alice Springs	870	NT

## Selecting Columns

Being able to select columns or rows allows for quick formatting, deleting or moving of data.

To select a column:

- Move the mouse onto the **column heading** to be selected
- **Click** on the mouse

*(The whole column will become selected, see Figure A2)*

Figure A2: Selecting Columns

	A	B	C	D	E	F
1	SRN	Name	Address	Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street	Nakara	810	NT
3	2002	Mary Smith	PO BOX 6	Anula	812	NT
4	2003	John Citizen	3/ 75 Dinah Beach Road	Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd	Berrimah	828	NT
6	2101	Steve Green	Daly River Mission	Daly River	822	NT
7	2102	Jane White	Mount Nancy Community	Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close	Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway	Alice Springs	870	NT

## Inserting Columns

It is necessary to insert extra columns to allow for the way the data will be broken up. It is suggested that an extra five columns be inserted to disaggregate the address.

To insert extra columns:

- Select the column to the **right** of where the new column will be positioned  
(For example if column D is selected, a new column D will be created and the original column D will become column E)
- Choose the **Insert** menu, then **Columns**  
(See Figure A3)
- **Continue** this process until enough columns are inserted  
(See Figure A4)

**TIP:** If more than one column is selected when inserting columns, the number of columns selected will be inserted.

Figure A3: Inserting Columns 1

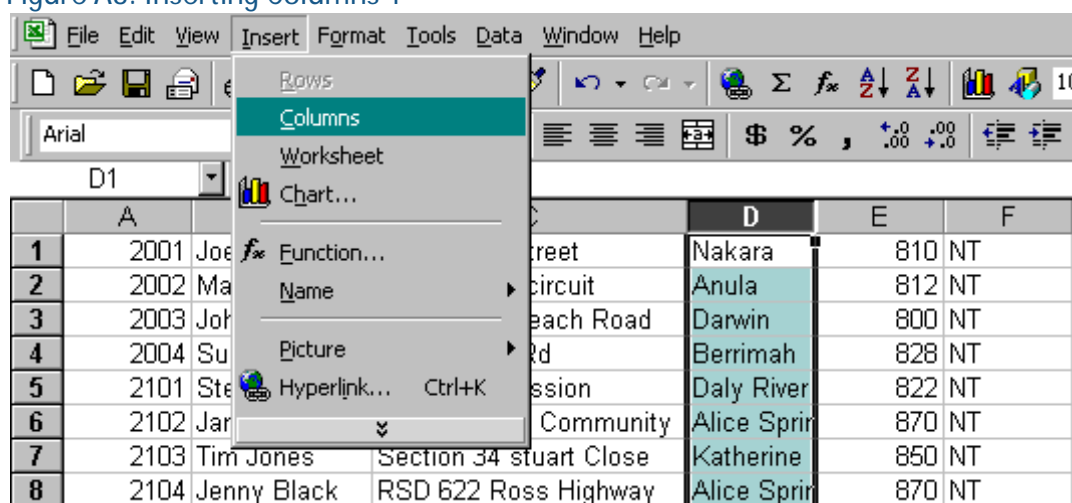


Figure A4: Inserting Columns 2

	A	B	C	D	E	F	G	H	I	J	K
1	SRN	Name	Address						Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street						Nakara	810	NT
3	2002	Mary Smith	PO BOX 6						Anula	812	NT
4	2003	John Citizen	3/ 75 Dinah Beach Road						Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd						Berrimah	828	NT
6	2101	Steve Green	Daly River Mission						Daly River	822	NT
7	2102	Jane White	Mount Nancy Community						Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close						Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway						Alice Springs	870	NT

## Converting Text to Columns

If the address is in one column, it can be split into separate columns by using a feature called Text to Columns.

To convert text to columns:

- Select the **column** to be converted  
(See Figure A5)
- Choose the **Data** menu, then **Text to Columns**  
(See Figure A6)
- Click on the **Delimited** option  
(See Figure A7)

- Choose **Next**
- Click in the box next to the **Space** Delimiter (i.e. Treat consecutive delimiters as one)  
(See Figure A8)
- Choose **Next**
- Observe how the data changes and once satisfied, choose **Finish**  
(See Figure A9)

### Figure A5: Converting Text to Columns 1

[illegible]

### Figure A6: Converting Text to Columns 2

Figure A7: Converting Text to Columns 3

**Convert Text to Columns Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.  
☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Address
2	55 / 60 Giffe Street
3	PO BOX 6
4	3/ 75 Dinah Beach Road
5	Lot 9 Farrar Rd

Cancel < Back Next > Finish

Figure A8: Converting Text to Columns 4

**Convert Text to Columns Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☐ Comma  
☒ Space ☐ Other:

☒ Treat consecutive delimiters as one

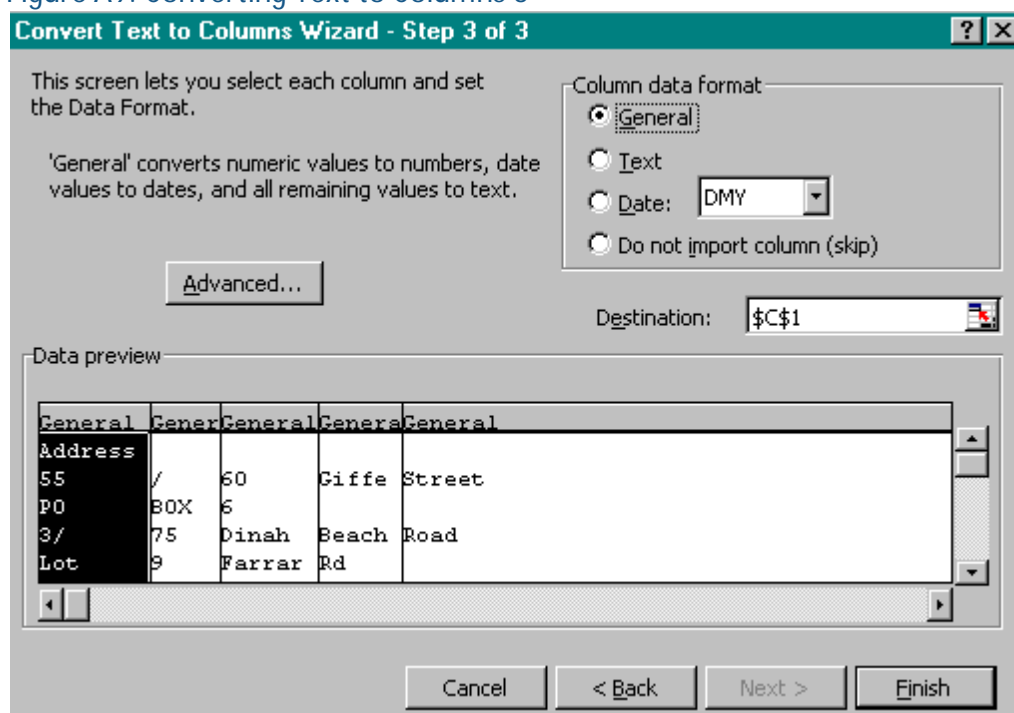
Text qualifier:

Data preview

Address				
55	/	60	Giffe	Street
PO	BOX	6		
3/	75	Dinah	Beach	Road
Lot	9	Farrar	Rd	

Cancel < Back Next > Finish

Figure A9: Converting Text to Columns 5



## Best Fitting Data

Some of the columns may not be wide enough to display all of the data in the column. The columns can be best fitted to display all of information. To best fit the columns:

- Select the **column(s)**
- Rest the mouse on the **right hand side** of the selected column heading(s). (A double headed arrow appears)
- **Double click**  
(All of the data in the columns are now visible, see *Figure A10*)

Figure A10: Best Fitting Data

	A	B	C	D	E	F	G	H	I	J	K
1	SRN	Name	Address						Suburb	Postcode	State
2	2001	Joe Bloggs	55 /		60 Giffe	Street			Nakara	810 NT	
3	2002	Mary Smith	PO	BOX	6				Anula	812 NT	
4	2003	John Citizen	3/	75 Dinah	Beach	Road			Darwin	800 NT	
5	2004	Sue Brown	Lot	9 Farrar	Rd				Berrimah	828 NT	
6	2101	Steve Green	Daly	River	Mission				Daly River	822 NT	
7	2102	Jane White	Mount	Nancy	Community				Alice Springs	870 NT	
8	2103	Tim Jones	Section	34 Stuart	Close				Katherine	850 NT	
9	2104	Jenny Black	RSD	622 Ross	Highway				Alice Springs	870 NT	
10											

## Deleting Rows and Columns

The data may contain column headings, such as name and address. This row will need to be removed as will any extra rows or columns.

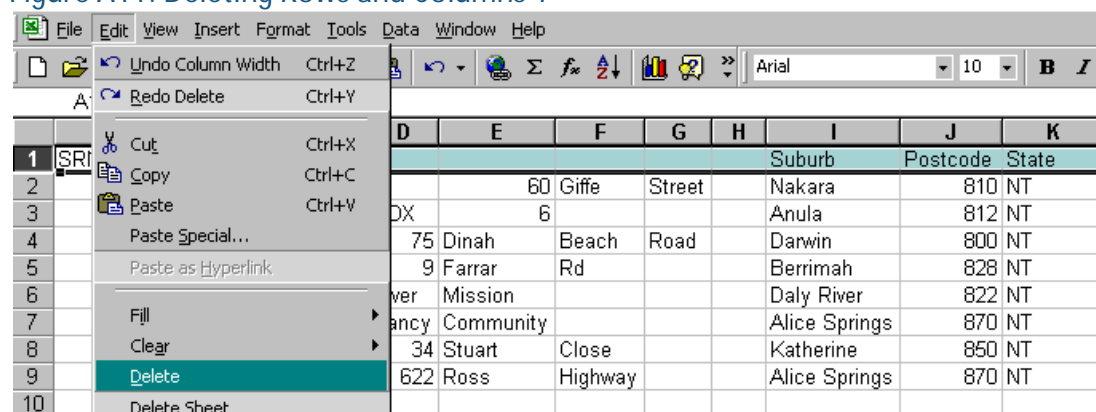
**It is preferable to delete all column headings before saving.**

To delete a row or column:

- Select the **column** or **row**

- Choose the **Edit** menu, then **Delete**  
(See Figure A11)

Figure A11: Deleting Rows and Columns 1



Any data that are in the incorrect column will need to be moved to the correct position. These changes are represented in Figure A12 below. Notice that the student names have been deleted and several other pieces of information have been included, such as the DEEWR number.

Figure A12: Deleting Rows and Columns 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	14279		2001		55	60		Griffe	Street	Nakara	810	NT		P	N
2	14279		2002			21		Exmouth	Circuit	Anula	812	NT		P	N
3	14279		2003		3	75		Dinah Beach	Road	Darwin	800	NT		P	N
4	14279		2004	Lot 9				Farrar	Rd	Berrimah	828	NT	Farrar Rd & Secrett Rd	S	Y
5	14279		2101				Daly River Mission			Daly River	822	NT	Lat [-13 45] Long [130 41]	S	N
6	14279		2102				Mount Nancy Community			Alice Springs	870	NT	Cnr Stuart Hwy & Basso Road	P	N
7	14279		2103	Section 34				Stuart	Close	Katherine	8500	NT	Stott Terrace	S	N
8	14279		2104	RSD 622				Ross	Highway	Alice Springs	8700	NT	Undoolva Road	P	N

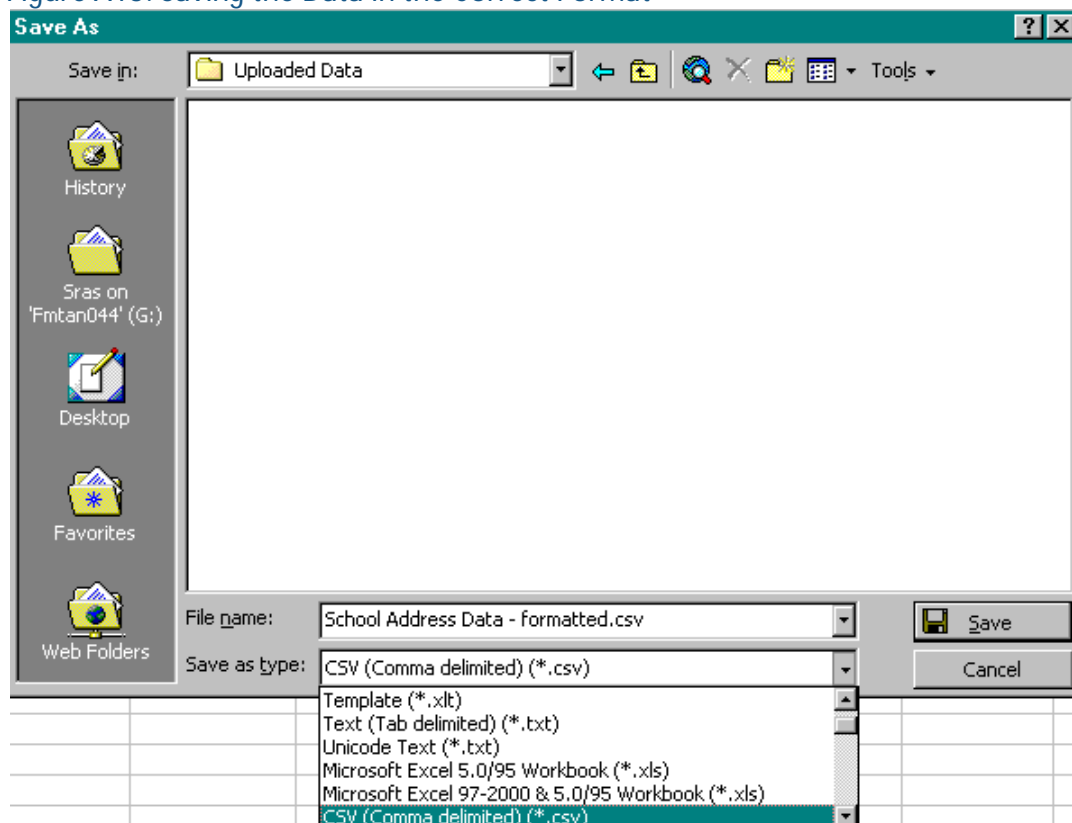
## Saving the Data in the Correct Format

The spreadsheet needs to be saved as a tab delimited file or a comma delimited file.

To save the spreadsheet in the correct format:

- Choose the **File** menu, then **Save As**
- Click on the drop down arrow next to **Save in** to navigate to the correct drive and folder
- Click on the drop down arrow next to **Save as type**
- Choose **txt (tab delimited)** or **csv (comma delimited)**
- Type in a **name**  
(See Figure A13)
- Choose **Save**

Figure A13: Saving the Data in the Correct Format



## Opening the Data in Notepad

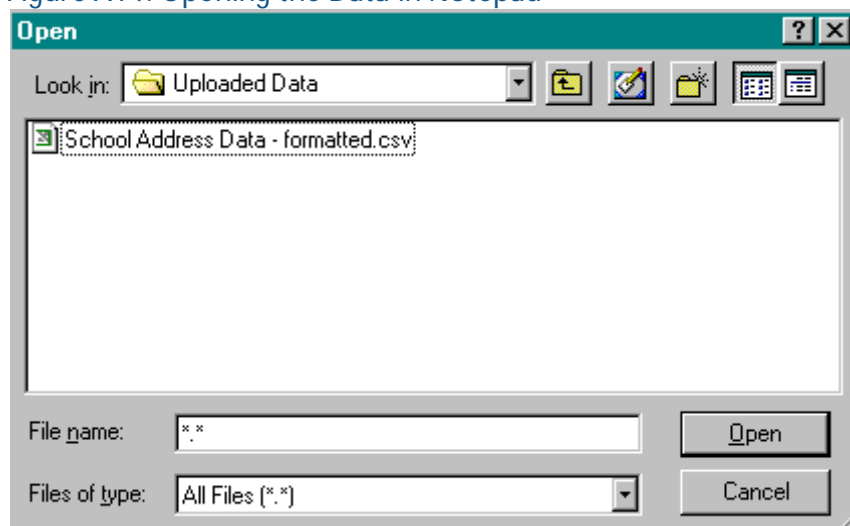
Once the data has been formatted as .txt or .csv, it can then be opened in Notepad if you wish to view the data.

To open the data in Notepad:

- Open Notepad
- From the File menu, choose **Open**
- Click on the drop down arrow next to **Look in** to navigate to the correct drive and folder
- Click on the drop down arrow next to **Files of type** and choose <All files>  
(See Figure A14)
- Select the file
- Choose **Open**



Figure A14: Opening the Data in Notepad

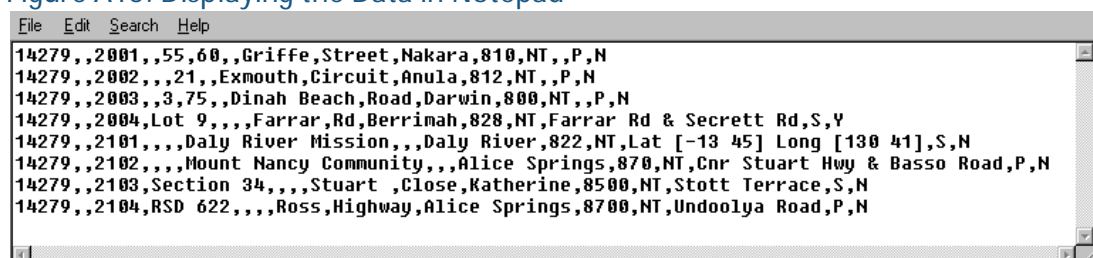


## Displaying the Data in Notepad

Figure A15 shows how the data looks when saved as a .csv file.

**Note:** The extra commas in Figure A15 depict the fields that do not contain information. **Do not delete** these extra commas as it will put the remaining information into the incorrect fields.

Figure A15: Displaying the Data in Notepad



[CLICK HERE](#) to return to the next step in the Address Collection Process.

## Appendix B – Geocoding of Student Residential Addresses

### What is Geocoding

‘Geocoding’ is the process of mapping an address to a latitude/longitude. This is then linked to ABS Census data to calculate the SES score for a school. A large proportion of the required geocoding of addresses is undertaken via an automatic process that utilises mapping software and various geospatial data bases and tools. Clean, accurate address data provided at the point of submission improves the success rate of the automatic geocoding process. *SES Funding* incorporates cleaning and validating processes for address data.

Some geocoding of more difficult to find addresses is done manually by DEEWR. Schools may be required to provide maps in circumstances where addresses are hard to find (eg remote areas, new developments). Schools may also be contacted by DEEWR for assistance in geocoding difficult addresses if required.

The [‘Guidelines for determining socioeconomic status \(SES\) scores 2008’](#) require that each student residential address contained in the statement of addresses for a school is to be geocoded unless it is not reasonably practicable to geocode that address. A minimum of 95 per cent of total student residential addresses must be geocoded in order to calculate a school’s SES score.

### 100 Percent Geocoding

Under previous arrangements for collecting and geocoding student residential addresses and calculating school SES scores, schools were advised of the proportion of addresses geocoded on release of the school’s SES score. At that time, schools were given the opportunity to request that 100 per cent of their addresses be geocoded as long as the school provided DEEWR with maps marked with the exact location of ungeocoded addresses to assist with the geocoding process.

Schools should note that now, once the address file is finalised, there is no further opportunity provided for schools to ask for 100 per cent geocoding. With the new enhancements to *SES Funding*, schools will be advised of the proportion of addresses geocoded at the point of finalising the student addresses and providing the required statutory declaration to DEEWR. Schools wishing to have their SES score based on 100 per cent of their student addresses should either:

- ensure that the proportion geocoded is 100 per cent, or
- ensure that maps marked with an exact location for **every** remaining address are provided with the statutory declaration before the school’s address data submission is finalised.

[CLICK HERE](#) to return to the next step in the Address Collection Process.

## Appendix C – Unusual Residential Address Circumstances

### Unusual Residential Address Circumstances

This Appendix will assist you where a student's place of residence does not readily fit within the required format outlined in Step 2.

The table below outlines a range of unusual circumstances and the action that should be taken. In extremely unusual circumstances, the school may submit a SRN without an address, but will be required to provide a reason why the address is not available. Schools may also be asked by parents not to submit their child's address.

It is important to note that schools must submit student residential addresses for every student enrolled at the school at the time of the submission. DEEWR must geocode at least 95 per cent of these addresses in order to calculate and release an SES score for the school. Unusual circumstances and addresses that cannot reasonably or practicably be geocoded are all counted in the allowable five percent. Schools should therefore work to limit the number of unusual circumstances to those strictly required.

Table C1 – Allowable Unusual Circumstances and Treatment

Situation With Regards To Student's Living Arrangements	Action to Take
"Exchange" students	Do not submit an address.
School boarders	Submit the student's place of residence when not boarding by using the file upload or manual data entry function.
Students boarding privately	Submit the student's place of residence when not boarding by using the file upload or manual data entry function.
Students/parents who live on yachts, houseboats, watercraft	Submit the berth or mooring locality of the boat by using the file upload or manual data entry function.
Students living on a long term basis with "guardians", "carers", grandparents or other relatives, "foster family", family friends	Submit the address at which the student is living by using the file upload or manual data entry function.
Students living in institutions including orphanages, hostels, refuges etc.	Submit the address where the student lives at the time of data collection by using the file upload or Manual data entry function.
Students receiving homeless Youth Allowance (Independent Homeless)	Submit the address where the student lives at the time of data collection by using the file upload or manual data entry function.


Situation With Regards To Student's Living Arrangements	Action to Take
Parent(s) incarcerated	Submit parent's usual residential address or student's usual place of residence by using the file upload or manual data entry function.
Circumstances where parents live 'on site' in an employer-employee relationship, or similar type of arrangement.	Submit the address where the student lives at the time of data collection by using the file upload or manual data entry function.
Students in transit between addresses	Submit the student address at the time of data collection unless the new address is known (e.g. new home) by using the file upload or manual data entry function.
Addresses where the student does not 'live regularly'	Submit the student address at time of data collection unless the usual place of residence is known by using the file upload or manual data entry function.
If the student has only a Post Office Box number	Post Office Box numbers are not accepted. Submit the residential address of the student by using the file upload or manual data entry function.
Arrangements where the student lives part-time with both parents	Submit the address where the student spends the most time. If a 50%-50% arrangement exists then school should submit either address by using the file upload or manual data entry function.
Australian students with parents residing overseas where the parents <b>do not have</b> an Australian address	Submit the parents' overseas address using the Unusual Circumstances Page.
Australian students with parents residing overseas where parents <b>have</b> an Australian address	Submit this address by using the file upload or manual data entry function.
Students with Australian residency (temporary or permanent) with no Australian address	Submit the overseas address using the Unusual Circumstances Page.
"International" students  AusAid or other sponsorship-type arrangement (non-nationals)	<p>If student is not eligible for funding do not submit address.</p> <p>Where the student is eligible for funding:</p> <ul style="list-style-type: none"> <li>• submit Australian address if available by using the file upload or manual data entry function; or submit the overseas address using the Unusual Circumstances Page.</li> </ul>

Situation With Regards To Student's Living Arrangements	Action to Take
No fixed address	Student does not maintain long term residential address. Submit Student Record Number only and provide details of the reason why the residential address is unavailable using the Unusual Circumstances Page.
Parents refuse to have address submitted to DEEWR	Submit Student Record number only and provide details of the reason why the residential address is unavailable using the Unusual Circumstances Page.
Other	If your student's living arrangements do not match any of the above criteria, submit all available information using the Unusual Circumstances Page.

**Note: Usual Residence**

The ABS defines a Usual Residence as the address at which the student has lived or intends to live for a total of 6 months or more.

**Action:**

 Follow the suggested <Action to take> outlined in Table 5 for all unusual residential addresses and return to Using the SES Funding Application.

# Privacy Notice



Australian Government

Department of Education, Employment and Workplace Relations

## INFORMATION REQUIRED TO HELP DETERMINE FUNDING ARRANGEMENTS FOR NON-GOVERNMENT SCHOOLS

### PRIVACY NOTICE

This notice is from the Australian Government Department of Education, Employment and Workplace Relations (DEEWR), to advise you that DEEWR has requested your child's school to provide the following three pieces of information to DEEWR:

- Students' residential addresses (**not student names**)
- Students' level of education (primary or secondary)
- Students' boarding school status (boarders or day students)

DEEWR is bound by the provisions of the *Privacy Act 1988* (the Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles, which prescribe the rules for handling personal information about individuals. DEEWR will not use or disclose the information provided by your child's school other than in accordance with the Privacy Act.

#### Purpose of collection

DEEWR is collecting this personal information for the purpose of administering funding to non-government schools, and to determine payments of Australian Government assistance to non-government schools, including under relevant legislation such as the *Schools Assistance Act 2008* (Cth). DEEWR will only use this information for this specific purpose.

#### Disclosure of information

The information provided by your child's school may be disclosed by DEEWR to contractors working for DEEWR for the purposes of verifying the information. The contractors will not use the information for any other purpose.

DEEWR may also provide this information to the Australian Curriculum Assessment and Reporting Authority (ACARA). ACARA will use this information in developing and evaluating Index of Community Socio-Educational Advantage (ICSEA) formulas and school values.

In other instances the information will not be disclosed without your consent, unless where authorised or required by law.

#### Contact

If you have any questions regarding this Privacy Notice please phone the DEEWR SES Funding helpline on 1800 677 027 (free call) or send an e-mail to: [SAAMailbox@deewr.gov.au](mailto:SAAMailbox@deewr.gov.au).

## NOTES